



END

5/S



SAN FRANCISCO
PUBLIC LIBRARY

GOVERNMENT INFORMATION CENTER
SAN FRANCISCO PUBLIC LIBRARY

REFERENCE BOOK

Not to be taken from the Library

SAN FRANCISCO PUBLIC LIBRARY



3 1223 03627 4943



Digitized by the Internet Archive
in 2016

https://archive.org/details/citycountyofsan981sanf_10

3243

3213

DOCUMENTS DEPT.

SAN FRANCISCO

PUBLIC LIBRARY

MBO-BUDGET REPORT

103-C

MBO-BUDGET REPORT

DATE: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

OEP: 29 CITY PLANNING

* PROGRAM LEVEL *

DATE: 05/14/81

TIME: 09:07

OEP: PAGE: 12

352.1

Sa 52 br 2B

1981-82 PTC

3243-3455

MBO PERFORMANCE BUDGET

MSA : 9S GENERAL ADMINISTRATION & FINANCE GROUP

OEP: 29 CITY PLANNING

PROGRAM: 6330 DEPT MANAGEMENT

*

--GOAL:

TO EFFECT FOR THE CITY A COMPREHENSIVE
PLANNING EFFORT, INCLUDING THE IMPE-
MENTATION OF THE PLANNING CODE BY PRO-
VIDING ALL CLERICAL, FISCAL, PERSONNEL
AND SECRETARIAL SERVICES AND REGIONAL
COORDINATION WITH OUTSIDE AGENCIES.

--OBJECTIVES: NPA TO ASSURE THAT THE CITY PLANNING
COMMISSION IS PROVIDED WITH ALL NECE-
SSARY INFORMATION AT LEAST 5 DAYS PRIOR
TO HEARINGS OR MEETINGS.

OBJ DATE SPAN: 81/01-81/12

NPB TO ACHIEVE PERSONNEL DEVELOPMENT BY
IDENTIFYING APPROPRIATE MANAGEMENT
TRAINING OPPORTUNITIES PROVIDED BY THE
CITY, ENROLLING EMPLOYEES AND PROVIDING
POST-TRAINING SEMINAR SESSIONS.

81/01-81/12

NPC TO ASSURE THAT 90% OF THE PERFORMANCE
MEASURES OF THE OPERATING UNITS ARE MET.

81/01-81/12

DOCUMENTS DEPT.
SAN FRANCISCO
PUBLIC LIBRARY

*
352.1
Sa 52 br 1981-82
2B
PTC
3243-3455

TYPE T	OBJ/MEAS O	M E A S U R E	1979-80 ACTUAL	1980-81 REVISED	1ST 6 MO ACTUAL	LOW REQUEST	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM.
--------	------------	---------------	-------------------	--------------------	--------------------	----------------	-----------------	----------------	--------------------

-WORKLOAD:

NP8 10 M # FOLLOWUP MANAGEMENT SEMINARS

0

0

.

2

2

0

2

-EFFECTIVENESS:

NPA 30 M # DAYS LEADTIME TO COMMISSION

.

.

.

5

5

5

5

NP8 30 M % ELIGIBLE EMPLOYEES ENROLLED

60.0 %

.0 %

.

35.0 %

100.0 %

.0 %

100.0 %

NPC 30 M % PERFORMANCE TARGETS ACHIEVED

.

.

.

80.0 %

90.0 %

75.0 %

90.0 %

DEPT: 29 CITY PLANNING

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 9S GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 29 CITY PLANNING
PROGRAM 6330 DEPT MANAGEMENT

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	MAYOR'S RECOMMENDED AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND	01001 GENERAL FUND								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
	001 PERM SALARIES-MISC	195,435	326,738	326,738	145,083	460,355	431,101	434,002	107,264
	040 FEES AND OTHER COMPENSATION	3,390	4,500	4,500	3,570	4,500	4,500	4,500	0
	060 MANDATORY FRINGE BENEFITS	81,548	83,381	83,381	31,082	113,828	106,253	107,484	24,103
T O T A L: CATEGORY	01	280,373*	414,619*	414,619*	179,735*	578,683*	541,854*	545,986*	131,367*
CATEGORY	10 CONTRACTUAL SERVICES								
	109 OTHER CONTRACTUAL SERVICES	10,095	10,176	11,677	2,106	14,842	14,223	14,842	3,165
T O T A L: CATEGORY	10	10,095*	10,176*	11,677*	2,106*	14,842*	14,223*	14,842*	3,165*
CATEGORY	12 OTHER CURRENT EXPENDITURES								
	111 USE OF EMPL CARS	8	56	56	23	55	53	55	1-
	120 OTHER SERVICES	8,666	12,622	12,914	2,027	23,392	19,761	23,392	10,478
	130 MATERIALS AND SUPPLIES	3,033	4,249	4,249	1,129	3,989	3,823	3,989	260-
T O T A L: CATEGORY	12	11,707*	16,927*	17,219*	3,179*	27,436*	23,637*	27,436*	10,217*
CATEGORY	24 EQUIPMENT/CAPITAL PURCHASES								
	220 EQUIPMENT PURCHASE	0	246	246	256	612	0	612	366
T O T A L: CATEGORY	24	0*	246*	246*	256*	612*	0*	612*	366*
CATEGORY	30 SERVICES OF OTHER DEPTS								
	310 CENTRAL SHOP	265	404	404	200	576	552	576	172
	350 REPRODUCTION	770	980	1,610	0	497	476	497	1,113-
T O T A L: CATEGORY	30	1,035*	1,384*	2,014*	200*	1,073*	1,028*	1,073*	941-
T O T A L: PROJ/WK PHASE	00000	303,210*	443,352*	445,775*	185,476*	622,646*	580,742*	589,949*	144,174*
T O T A L: FND GROUP/FUND	01001	303,210*	443,352*	445,775*	185,476*	622,646*	580,742*	589,949*	144,174*
T O T A L: PROGRAM	6330	303,210*	443,352*	445,775*	185,476*	622,646*	580,742*	589,949*	144,174*

DEPT: 29 CITY PLANNING

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 29 CITY PLANNING
 PROGRAM 6330 DEPT MANAGEMENT

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

CLASS.	TITLE	STZO.	RATE	ACTUAL	REVISED	DEPARTMENTAL REQUESTS		MAYOR'S RECOMMENDED		
				NO. POSNS.	BUDGET NO. POSNS.	HIGH REQUEST NO. POSNS.	SERVICE MAINT. LEVEL	NO. POSNS.	AMOUNT	
FND GROUP/FUNC	01001 GENERAL FUND									
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE									
OBJECT	001 PERM SALARIES-MISC									
1220 A	PAYROLL CLERK 0519B0629	0		1	1	13,865	1	13,865	1	13,865
1220 S	PAYROLL CLERK 0519B0625	0		0	1-	13,865-	0	0	1-	13,865-
1222 S	SR. PAYROLL AND PE 0570B0688	0		0	1	15,273	0	0	1	15,273
1404 G	CLERK 0448B0539	0		0	1	11,742	1	11,742	1	11,742
1424 A	CLERK TYPIST..... 0465B0560	1		1	1	14,615	1	14,615	1	14,615
1446 A	SENIOR CLERK STENO 0560B0674	1		1	1	17,591	1	17,591	1	17,591
1450 A	PRINCIPAL CLERK SY 0611B0738	1		1	1	19,262	1	19,262	1	19,262
1450 S	PRINCIPAL CLERK 0611B0738	0		0	1-	19,262-	0	0	1-	19,262-
1528 S	ADMINISTRATIVE SEC 0684B0826	0		0	1	17,859	0	0	1	17,859
1556 A	ADMIN SECRETARY, C 1008B1220	1		1	1	31,825	1	31,825	1	31,825
1630 G	ACCOUNT CLERK 0480B0578	0		0	1	12,562	1	12,562	1	12,562
1650 A	ACCOUNTANT..... 0605B0731	1		1	1	18,986	1	18,986	1	18,986
1640 A	JUNIOR MANAGEMENT 0631B0762	1		1	1	16,851	1	16,851	1	16,851
5112 A	ASST DIR OF PLANNI 1520B1844	1		1	1	43,700	1	43,700	1	43,700
5113 A	ASST DIR OF PLANNI 1520B1844	1		1	1	48,129	1	48,129	1	48,129
5115 A	DEPUTY DIRECTOR OF 1682B2043	1		1	1	49,160	1	49,160	1	49,160
5116 A	DIRECTOR OF PLANNI 2043B2483	1		1	1	64,028	1	64,028	1	64,028
5277 A	PLANNER I..... 0655B0792	1		1	1	17,501	1	17,501	0	0
5280 A	PLANNER III..... 0934B1131	2		2	2	56,366	2	56,366	2	56,366
5280AN	PLANNER III, ADMIN 0934B1131	0		0	1	24,431	0	0	1	24,431
5280AR	PLANNER III 0934B1131	0		0	1-	29,519-	1-	29,519-	1-	29,519-
5282AR	PLANNER IV, URBAN 1104B1336	0		0	1	34,870	1	34,870	1	34,870
5328 A	CITY PLANNING GRAP 0694B0838	4		3	3	58,950	3	58,950	3	58,950
5328 R	CITY PLANNING GRAP 0694B0838	0		0	2-	40,411-	2-	40,411-	2-	40,411-
9999 A	SALARY SAVINGS 0000 0000	0		0	0	24,154-	0	28,972-	0	33,006-
T O T A L:	OBJECT 001	17*		17*	18*	460,355*	17*	431,101*	17*	434,002*
OBJECT	040 FEES AND OTHER COMPENSATION									
0110EA	MEMBERS (5), CITY 001500015	0		0	5	4,500	5	4,500	0	4,500
T O T A L:	OBJECT 040	0*		0*	5*	4,500*	5*	4,500*	0*	4,500*
T O T A L:	PROJ/WK PHASE 00000	17*		17*	23*	464,855*	22*	435,601*	17*	438,502*
T O T A L:	FND GROUP/FUNC 01001	17*		17*	23*	464,855*	22*	435,601*	17*	438,502*
T O T A L:	PROGRAM 6330	17*		17*	23*	464,855*	22*	435,601*	17*	438,502*

3246

3246

BPPEP REPORT 778

CITY & COUNTY OF SAN FRANCISCO

PAGE: 1

OEPT: 29 CITY PLANNING

EQUIPMENT DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 29 CITY PLANNING
 PROGRAM 6330 OEPT MANAGEMENT

		***** FISCAL YEAR 1981-82 *****							
		----- DEPARTMENTAL REQUESTS -----				----- MAYOR'S RECOMMENDEO -----			
EQUIP NO.	DESCRIPTION	PRICE	HIGH REQUEST COUNT	REQUEST AMOUNT	SERVICE MAINT. LEVEL COUNT	LEVEL AMOUNT	COUNT	AMOUNT	
FND GROUP/FUND	01001 GENERAL FUND								
PROJ. WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
OBJECT	220 EQUIPMENT PURCHASE								
29008Y 1 MOURSE CALCULATOR MOOEL 2850		\$612	1	612	0	0	1	612	
T O T A L: OBJECT	220		1*	612*	0*	0*	1*	612*	
T O T A L: PROJ/WK PHASE	00000		1*	612*	0*	0*	1*	612*	
T O T A L: FND GROUP/FUND	01001		1*	612*	0*	0*	1*	612*	
T O T A L: PROGRAM	6330		1*	612*	0*	0*	1*	612*	

LINE-ITEM EXPLANATIONSDepartment: City PlanningProgram: Department ManagementObject Object Title and Explanation of Change001 PERMANENT SALARIES

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Recommendation</u>
419,625	460,355	431,101	434,002

Both Levels

One 1404 Clerk, currently CETA funded, is added.

One 1630 Account Clerk, currently CETA funded, is added.

The 1220 Payroll Clerk is changed to a 1222 Senior Payroll Clerk because of the increased responsibilities of the incumbent.

The 1450 Principal Clerk is changed to a 1528 Administrative Secretary to match the services required as the Director's Secretary and Administrative Assistant.

A 5280A Planner III is moved to the Plans and Programs area as more appropriate location for duties performed.

Two 5328 City Planning Graphics Aides are moved, one to Plans and Programs and one to Project Review and Environmental Evaluation.

Low Level

A 5328 City Planning Graphics Aide position is not filled.

High Level

The 5328 City Planning Graphics Aide position is filled and a 5280A Planner III is added to assist in personnel and financial management of the increased staffing and fee collection.

Object Object Title and Explanation of Change001 PERMANENT SALARIES (Cont)Mayor's Comments109 OTHER CONTRACTUAL SERVICES

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Recommendation</u>
\$13,605	\$14,842	\$14,223	\$14,842

This object includes rental and maintenance of office equipment -- mimeographs, postage meter, electric typewriters, calculators, computer, Xerox, and word processor.

Both Levels

Similar to the Plans and Programs area, increases are because of inflation, vendor increases, and additional staff needs.

Mayor's Comments

3213

LINE - ITEM EXPLANATIONS

3213

Department: City PlanningProgram: Department ManagementObject Object Title and Explanation of Change120 OTHER SERVICES

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Recommendation</u>
\$19,990	\$23,392	\$19,761	*23,392

This object includes telephone, postage, printing, sewer service and other services (maintenance of directorate and mepe).

Both Levels

Similar to the Plans and Programs area, increases are because of inflation, vendor increases, and additional staff needs.

Mayor's Comments220 EQUIPMENT PURCHASE

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Recommendation</u>
\$612	\$612		*612

Both Levels

To replace a calculator that was stolen.

Object Object Title and Explanation of Change220 EQUIPMENT PURCHASE (Cont)Mayor's Comments

3249

3249

8PREP REPORT 740

CITY AND COUNTY OF SAN FRANCISCO
FISCAL YEAR 1981-82

DEPT: 30 CIVIL SERVICE

RUN DATE: 05/13/81

DEPARTMENT REVENUE SUMMARY
BY FUND

DEPT: 30 CIVIL SERVICE

SUB- DBJECT	REVENUE DESCRIPTION	1979-80 ACTUAL	***** 1980-81 *****			***** 1981-82 *****		
			ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MDS ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYDR'S C RECOMMENDED
GENERAL FUND REVENUES CREDITED TO DEPT:								
5401	INTEREST EARNED	55,489	0	9,522	9,522	0	0	0
*	TOTAL GEN FUND REVENUE CREDITED TO DEPT	55,489	0	9,522	9,522	0	0	0
*	GENERAL FUND UNALLOCATED	2,363,038	2,749,278	3,323,371	230,039	2,934,299	3,454,201	2,891,062
**	TOTAL DEPT GEN FUND + SPECIAL FUND REVENUE	2,418,527	2,749,278	3,332,893	239,561	2,934,299	3,454,201	2,891,062

3250

3250

M20-BUDGET REPORT 101-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 30 CIVIL SERVICE

DATE: 05/14/81

FISCAL YEAR 1981-82

TIME: 09:07

DEPT PAGE: 1

DEPARTMENTAL SUMMARY BY PROGRAM

MSA: 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT: 30 CIVIL SERVICE

ORGANIZATION/PROGRAM TITLES	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
----- P R O G R A M S -----								
APPLICANT SERVICES	1,307,879	1,401,904	1,412,529	100,654	1,505,842	1,705,374	1,517,294	104,765
EMPLOYEE & MANAGEMENT SERVICES	834,767	1,094,873	1,128,440	96,448	1,152,711	1,407,034	1,098,022	30,418-
CIVIL SERVICE ADMINISTRATION	275,881	252,501	791,924	42,459	275,746	341,793	275,746	516,178-
DEPARTMENT TOTALS:								
BUDGETED OPERATING EXPENDITURES	2,418,527	2,749,278	3,332,893	239,561	2,934,299	3,454,201	2,891,062	441,831-
NON-BUDGETED OPERATING EXPENDITURES	346,467	0	142,300	106,490	0	0	0	142,300-
TOTAL OPERATING EXPENDITURES	2,764,994	2,749,278	3,475,193	346,051	2,934,299	3,454,201	2,891,062	584,131-

3251

3251

M80-BUDGET REPORT 102-C

RUN N8P: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 30 CIVIL SERVICE

DATE: 05/14/81

FISCAL YEAP 1981-82

* DEPARTMENT LEVEL *

TIME: 09:07

DEPT PAGE: 2

DEPARTMENTAL SUMMARY BY MAJOR CATEGORY

M5A : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT : 30 CIVIL SERVICE

* - - - - -	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED	* - - - - -
DEPARTMENT REVENUE SUMMARY:									
GENERAL FUND REVENUES - CREDITED TO DEPT	55,439	0	9,522	9,522	0	0	0	9,522-	
GENERAL FUND UNALLOCATED	2,363,038	2,749,278	3,323,371	230,039	2,934,299	3,454,201	2,891,062	432,309-	
TOTAL BUDGETED	2,418,527	2,749,278	3,332,893	239,561	2,934,299	3,454,201	2,891,062	441,831-	
NON-BUDGETED OPERATING	346,467	0	142,300	106,490	0	0	0	142,300-	
TOTAL DEPARTMENT	2,764,994	2,749,278	3,475,193	346,051	2,934,299	3,454,201	2,891,062	584,131-	
DEPARTMENT EXPENDITURE SUMMARY:									
LABOR COSTS	2,006,463	2,271,828	2,340,518	191,404	2,505,424	2,912,382	2,462,187	121,669	
CONTRACTUAL SERVICES	30,861	30,500	88,547	3,880	26,325	48,461	26,325	62,222-	
OTHER CURRENT EXPENDITURES	149,004	94,977	694,149	43,499	93,200	127,341	93,200	600,949-	
EQUIPMENT/CAPITAL OUTLAY	6,005	325	725	676	0	0	0	725-	
SERVICES OF OTHER DEPARTMENTS	337,798	351,648	351,648	102	316,175	372,842	316,175	35,473-	
RECOVERIES	111,604-	0	142,694-	0	6,825-	6,825-	6,825-	135,869	
TOTAL BUDGETED	2,418,527	2,749,278	3,332,893	239,561	2,934,299	3,454,201	2,891,062	441,831-	
NON-BUDGETED OPERATING	346,467	0	142,300	106,490	0	0	0	142,300-	
TOTAL DEPARTMENT	2,764,994	2,749,278	3,475,193	346,051	2,934,299	3,454,201	2,891,062	584,131-	
DEPARTMENT EMPLOYMENT SUMMARY:									
AUTHORIZED POSITIONS:									
PERMANENT POSITIONS	109	97	97		97	112	97	0	
TOTAL BUDGETED	109	97	97		97	112	97	0	
TOTAL DEPARTMENT	109	97	97		97	112	97	0	

3252

M80-BUDGET REPORT 103-C

RUN N8R: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 30 CIVIL SERVICE

3252

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

DEPT PAGE: 4

M80 PROGRAM SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 30 CIVIL SERVICE

PROGRAM: 6241 APPLICANT SERVICES

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* PROGRAM REVENUE SUMMARY:								
GENERAL FUND UNALLOCATED	1,307,879	1,401,904	1,412,529	100,654	1,505,842	1,705,374	1,517,294	104,765
TOTAL BUDGETED	1,307,879	1,401,904	1,412,529	100,654	1,505,842	1,705,374	1,517,294	104,765
NON-BUDGETED OPERATING	229,609	0	57,758	45,071	0	0	0	57,758-
TOTAL PROGRAM	1,537,488	1,401,904	1,470,287	145,725	1,505,842	1,705,374	1,517,294	47,007
* PROGRAM EXPENDITURE SUMMARY:								
LABOR COSTS	1,109,827	1,254,269	1,256,496	89,110	1,368,438	1,513,301	1,379,890	123,394
CONTRACTUAL SERVICES	19,881	9,260	18,058	841	7,760	19,142	7,760	10,298-
OTHER CURRENT EXPENDITURES	102,295	50,625	50,225	10,703	50,700	79,916	50,700	475
EQUIPMENT/CAPITAL OUTLAY	4,205	0	0	0	0	0	0	0
SERVICES OF OTHER DEPARTMENTS	71,671	87,750	87,750	0	78,944	93,015	78,944	8,806-
TOTAL BUDGETED	1,307,879	1,401,904	1,412,529	100,654	1,505,842	1,705,374	1,517,294	104,765
NON-BUDGETED OPERATING	229,609	0	57,758	45,071	0	0	0	57,758-
TOTAL PROGRAM	1,537,488	1,401,904	1,470,287	145,725	1,505,842	1,705,374	1,517,294	47,007
* PROGRAM EMPLOYMENT SUMMARY:								
AUTHORIZED POSITIONS:								
PERMANENT POSITIONS	61	50	50		50	54	51	1
TOTAL BUDGETED	61	50	50		50	54	51	1
TOTAL PROGRAM	61	50	50		50	54	51	1

3253

HBD-BUOGET REPORT I03-C

RUN NBR: 80/13/I3

CITY AND COUNTY OF SAN FRANCISCO

OEPT: 30 CIVIL SERVICE

3253

* PROGRAM LEVEL *

DATE: 05/14/81

FISCAL YEAR 1981-82

TIME: 09:07

OEPT PAGE: 3

M B O P E R F O R M A N C E B U D G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 OEPT : 30 CIVIL SERVICE
 PROGRAM: 624I APPLICANT SERVICES

* --GOAL:

TO PROVIDE OPPORTUNITIES AND ENCOURAGE
 APPLICATIONS FROM ALL SEGMENTS OF POPU-
 LATION TO APPLY FOR POSITIONS FOR WHICH
 THEY ARE QUALIFIED AND TO PROVIDE CITY
 DEPARTMENTS WITH THE BEST AVAILABLE
 APPLICANT POOL.

--OBJECTIVES: PXA TO DEVELOP, ADMINISTER AND EVALUATE 325
 TESTS DURING THE FISCAL YEAR.

OBJ DATE SPAN: 8I/0I-8I/I2

PXB TO ESTABLISH AND MAINTAIN 100 ELIGIBLE
 LISTS DURING THE FISCAL YEAR.

8I/0I-8I/I2

PXC TO INVESTIGATE 500 COMPLAINTS OF
 DISCRIMINATION BY CITY EMPLOYEES AND
 PREPARE PROPOSED RESOLUTIONS.

8I/0I-8I/I2

TYPE T	M E A S U R E	1979-80 ACTUAL	1980-81 REVISED	1ST 6 MO ACTUAL	LOW REQUEST	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM.
OBJ/MEAS O								

-EFFECTIVENESS:

PXA 30 M	TESTS DEVELOPED, ADMIN & EVALUATED	.	.	.	325	325	325	325
PXB 30 M	ELIGIBLE LIST ESTABLISHED	.	.	.	100	100	100	100
PXC 30 M	# PREP PROPOSALS FOR COMPLAINT RESOL	.	.	.	500	500	500	500

DEPT: 30 CIVIL SERVICE

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 30 CIVIL SERVICE
PROGRAM 6241 APPLICANT SERVICES

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

-DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDED---

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND	01001 GENERAL FUND								
PPDJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
	001 FERM SALARIES-MISC	787,438	980,416	980,416	0	1,066,597	1,182,439	1,075,303	94,887
	017 RETROACTIVE PERSONAL SERVICE	53,492	0	2,227	0	0	0	0	2,227-
	020 TEMPORARY SALARIES	60,109	21,788	21,788	0	22,009	23,978	22,009	221
	060 MANDATORY FRINGE BENEFITS	208,788	252,065	252,065	89,110	279,832	306,884	282,578	30,513
T O T A L: CATEGORY	01	1,109,827*	1,254,269*	1,256,496*	89,110*	1,368,438*	1,513,301*	1,379,890*	123,394*
CATEGORY	10 CONTRACTUAL SERVICES								
	100 PROFESSIONAL SERVICES	14,298	4,000	12,798	0	3,500	13,566	3,500	9,298-
	109 OTHER CONTRACTUAL SERVICES	5,583	5,260	5,260	841	4,260	5,576	4,260	1,000-
T O T A L: CATEGORY	10	19,881*	9,260*	18,058*	841*	7,760*	19,142*	7,760*	10,298-
CATEGORY	12 OTHER CURRENT EXPENDITURES								
	120 OTHER SERVICES	22,862	32,940	32,540	7,794	29,420	36,770	29,420	3,120-
	130 MATERIALS AND SUPPLIES	8,962	7,685	7,685	2,459	7,280	8,146	7,280	405-
	146 RENTAL OF PROPERTY	0	0	0	0	5,000	5,000	5,000	5,000
T O T A L: CATEGORY	12	31,824*	40,625*	40,225*	10,253*	41,700*	49,916*	41,700*	1,475*
CATEGORY	24 EQUIPMENT/CAPITAL PURCHASES								
	220 EQUIPMENT PURCHASE	4,205	0	0	0	0	0	0	0
T O T A L: CATEGORY	24	4,205*	0*	0*	0*	0*	0*	0*	0*
CATEGORY	30 SERVICES OF OTHER DEPTS								
	340 CONTROLLER-DATA PROCESSING	71,671	87,750	87,750	0	78,944	93,015	78,944	8,806-
T O T A L: CATEGORY	30	71,671*	87,750*	87,750*	0*	78,944*	93,015*	78,944*	8,806-
T O T A L: PROJ/WK PHASE	00000	1,237,408*	1,391,904*	1,402,529*	100,204*	1,496,842*	1,675,374*	1,508,294*	105,765*

PROJ/WK PHASE 01001 POLICE&FIRE EXAM

CATEGORY 12 OTHER CURRENT EXPENDITURES

120 OTHER SERVICES	366	0	0	0	0	0	0	0	0
201 PROGRAMMATIC PROJECT BUDG	70,105	10,000	10,000	450	9,000	30,000	9,000	1,000-	

3255

BRRER REPORT 770

CITY & COUNTY OF SAN FRANCISCO

PAGE:

3255

2

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

DEPT: 30 CIVIL SERVICE

FISCAL YEAR 1981-82

ISSA 9S GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 30 CIVIL SERVICE
PROGRAM 6241 APPLICANT SERVICES

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FNO GROUP/FUND	01001 GENERAL FUND								
PROJ/WK PHASE	01001 POLICE&FIRE EXAM								
CATEGORY	12 OTHER CURRENT EXPENDITURES								
TOTAL: CATEGORY	12	70,471*	10,000*	10,000*	4S0*	9,000*	30,000*	9,000*	1,000-
TOTAL: PROJ/WK PHASE	01001	70,471*	10,000*	10,000*	4S0*	9,000*	30,000*	9,000*	1,000-
TOTAL: FNO GROUP/FUND	01001	1,307,879*	1,401,904*	1,412,529*	100,6S4*	1,S0S,842*	1,70S,374*	1,517,294*	104,76S*
TOTAL: PROGRAM	6241	1,307,879*	1,401,904*	1,412,529*	100,6S4*	1,S0S,842*	1,70S,374*	1,517,294*	104,76S*

DEPT: 30 CIVIL SERVICE

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 30 CIVIL SERVICE
 PROGRAM 6241 APPLICANT SERVICES

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

CLASS.	TITLE	STZD. RATE NO.	PDSNS.	ACTUAL REVISED BUDGET	ND. POSNS.	HIGH REQUEST NO. POSNS.	SERVICE MAINT. LEVEL AMOUNT	NO. POSNS.	AMOUNT	MAYOR'S RECOMMENDED NO. POSNS.	AMOUNT
FND GROUP/FUND 01001 GENERAL FUND											
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE											
OBJECT 001 PERM SALARIES-MISC											
1202 A	PERSONNEL CLERK...	0496B0596	4	3	3	45,087	3	46,308	3	45,087	
1202 G	PERSONNEL CLERK	0496B0596	0	0	0	0	1	9,792	0	0	
1217 A	SENIOR CERTIFICATI	0647B0781	1	1	1	20,384	1	20,384	1	20,384	
1231 A	A55DC AFFIRMATIVE	0994B1203	1	1	1	28,554	1	28,540	1	28,554	
1233 A	AFFIRMATIVE ACTION	0785B0947	2	2	2	42,911	2	41,913	2	42,911	
1235 A	AFFIRMATIVE ACTION	1304B1580	1	1	1	37,509	1	37,456	1	37,509	
1240 A	A55ISTANT PERSONNE	0634B0766	9	7	7	128,462	7	113,629	7	128,462	
1242 A	PERSONNEL ANALYST.	0785B0947	6	6	6	136,535	6	129,499	6	136,535	
1244 A	SENIOR PERSONNEL A	0947B1147	5	5	5	140,696	5	136,631	7	196,974	
1246 A	PRINCIPAL PERSONNE	1120B1355	7	5	5	174,515	5	170,363	6	209,418	
1248 A	A55ISTANT DIVISION	1304B1580	4	3	3	123,713	3	123,711	1	41,238	
1278 A	DIVISION MANAGER,	1436B1740	1	1	1	45,413	1	45,413	1	45,413	
1279 A	CHIEF OF TECHNICAL	1436B1740	1	1	1	45,413	1	45,413	1	45,413	
1402 G	JUNIOR CLERK	0374B0448	0	0	0	0	1	7,398	0	0	
1404 A	CLERK.....	0448B0539	1	0	0	0	0	0	0	0	
1424 A	CLERK TYPIST.....	0465B0560	7	6	6	81,528	5	64,394	6	81,528	
1424 G	CLERK TYPIST	0465B0560	0	0	0	0	1	9,221	0	0	
1426 A	SENIOR CLERK TYPI5	0510B0614	4	3	3	46,812	3	42,637	3	46,812	
1444 A	CLERK STENOGRAPHER	0485B0583	2	2	2	28,362	2	27,881	2	28,362	
1446 A	SENIOR CLERK STENO	0560B0674	2	2	2	34,417	2	35,181	2	34,417	
1804 A	STATISTICIAN.....	0748B0903	1	1	1	20,258	1	21,483	1	20,258	
2430 A	MEDICAL EXAMINATIO	0536B0647	2	0	0	0	0	0	0	0	
9704 G	MANPOWER SPECIALIS	0785B0947	0	0	0	0	1	15,676	0	0	
9910 G	PUBLIC SERVICE TRA	0000B0000	0	0	0	0	1	9,516	0	0	
9999 A	SALARY SAVINGS	0000 0000	0	0	0	113,972-	0	0	0	113,972-	
T O T A L: OBJECT 001 61* 50* 50* 1,066,597* 54* 1,182,439* 51* 1,075,303*											
OBJECT 020 TEMPORARY SALARIES											
G581EA	SPECIAL EXAMINER	9105D9105	0	0	0	2,209	0	2,497	0	2,209	
1227EA	TESTING TECHNICIAN	0626H0626	0	0	0	15,402	0	16,724	0	15,402	
1228EA	SP. TESTING TECHNI	0567B0684	0	0	0	4,398	0	4,757	0	4,398	
T D T A L: OBJECT 020 0* 0* 0* 22,009* 0* 23,978* 0* 22,009*											
T O T A L: PPDJ/WK PHASE 00000 61* 50* 50* 1,088,606* 54* 1,206,417* 51* 1,097,312*											
T O T A L: FND GROUP/FUND 01001 61* 50* 50* 1,088,606* 54* 1,206,417* 51* 1,097,312*											
T O T A L: PROGRAM 6241 61* 50* 50* 1,088,606* 54* 1,206,417* 51* 1,097,312*											

LINE - ITEM EXPLANATIONSDepartment: CIVIL SERVICE COMMISSIONProgram: APPLICANT SERVICES

Object	Object Title and Explanation of Change			
001	<u>PERMANENT SALARIES:</u>			
	<u>LOW LEVEL</u>	<u>HIGH LEVEL</u>	<u>MAINT. LEVEL</u>	<u>MAYOR'S REC.</u>
	\$1,066,271	\$1,066,597	\$1,182,439	\$1,075,303
	Low and High Levels of funding as requested would continue current staffing in Applicant Services Program (Examination, Equal Employment Opportunity, and Certification Units). Funding at the Maintenance Level would allow continuation of current CETA staffing beyond September 30, 1981.			
020	<u>TEMPORARY SALARIES:</u>			
	<u>LOW LEVEL</u>	<u>HIGH LEVEL</u>	<u>MAINT. LEVEL</u>	<u>MAYOR'S REC.</u>
	\$19,258	\$22,009	\$23,978	\$22,009
	These funds are required to provide the services of evening and weekend Class 1227 Testing Technician (Examination Proctors) and Class 1228 Senior Testing Technician (Chief Proctors) for written, performance, and athletic examinations; and for the services of Class G58.1 Special Examiners on an "as needed" basis. Funding is projected based on the anticipated work load of the Examination Division.			
100	<u>PROFESSIONAL SERVICES:</u>			
	<u>LOW LEVEL</u>	<u>HIGH LEVEL</u>	<u>MAINT. LEVEL</u>	<u>MAYOR'S REC.</u>
	\$3,000	\$ 3,500	\$13,566	\$3,500
	The use of standardized examinations beginning with the enabling Charter amendments in January, 1974 has increased the efficiency of the examination staff and greatly added to our ability to meet test validation requirements of the 1964 Civil Rights Act. In the future there will be an ever-increasing need for professional expertise to assist staff in handling especially difficult selection problems as challenges through the regulatory agencies and the courts continue their upward trend. The initial needs in this area were in the Police and Fire examination category, and thus funded in a separate account. All other examination programs now demand this type of effort.			

Object	Object Title and Explanation of Change			
109	<u>OTHER CONTRACTUAL SERVICES:</u>			
	<u>LOW LEVEL</u>	<u>HIGH LEVEL</u>	<u>MAINT. LEVEL</u>	<u>MAYOR'S REC.</u>
	\$ 4,260	\$ 4,260	\$ 5,576	\$4,260
	\$4,260 is requested to fund the Applicant Services Program's requirements for office equipment maintenance, and copy machine use. This account has been reduced by \$1000 over Fiscal Year 1980/81 due to elimination of the rental of two electric typewriters for examination of clerical applicants. Typing tests are now being administered exclusively by the San Francisco Community College District.			
120	<u>OTHER SERVICES:</u>			
	<u>LOW LEVEL</u>	<u>HIGH LEVEL</u>	<u>MAINT. LEVEL</u>	<u>MAYOR'S REC.</u>
	\$22,170	\$29,420	\$36,770	\$29,420
	\$4,000 of this amount is for the Local Travel account which is used to compensate oral examination board members from other public jurisdictions and private industry for parking fees, bridge tolls, and lunches. Reimbursement is also made to staff members for fares and other expenses incurred relative to oral examinations and job audits. Use of oral examinations have been increasing in frequency and it is anticipated there trend will continue.			
	\$9,000 is requested for recruitment advertising in accordance with the stipulation made in the Compliance Agreement with the Office of Revenue Sharing that such advertising would be done.			
	Also included are the costs for this program of telephone, postage, and \$500 for subscriptions principally for Fair Employment Practices case summaries and regulations updates.			

Department: CIVIL SERVICE COMMISSIONProgram: APPLICANT SERVICESObject Object Title and Explanation of Change146 RENTAL OF PROPERTY:

<u>LOW LEVEL</u>	<u>HIGH LEVEL</u>	<u>MAINT. LEVEL</u>	<u>MAYOR'S REC.</u>
\$ 3,000	\$ 5,000	\$ 5,000	\$5,000

In the past, the Civil Service Commission has held written, performance, and athletic examinations on property of the San Francisco Unified School District without charge. The Board of Education has recently ended this practice and has begun to charge a rental fee. Based on current projections of examination activity it is anticipated that approximately \$5000 would be required for this purpose.

201 POLICE AND FIRE EXAMINATION PROJECT:

<u>LOW LEVEL</u>	<u>HIGH LEVEL</u>	<u>MAINT. LEVEL</u>	<u>MAYOR'S REC.</u>
\$ 8,000	\$ 9,000	\$30,000	\$9,000

The Officers for Justice and WACO V. Alloto Federal Court cases mandate the use of the most modern testing practices available. This requires considerable research, use of professional consultants, and special testing equipment and facilities. The H-2 Firefighters physical performance test was completed during 1977-78 but makeup tests for returning military personnel must be administered and the oral, medical, and background investigation sections of the test will continue for the next two years as candidates are reached on the eligible list. There has been an 8% increase in the fee for lumbrosacral X-rays which are mandated by 16.89-1 of the Administrative Code. Promotional examinations in the Fire Department are anticipated during Fiscal Year 1981-82.

Object Object Title and Explanation of Change

3259

3259

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 30 CIVIL SERVICE

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

DEPT PAGE: 6

M B O P R O G R A M S U M M A R Y B Y M A J O R C A T E G O R Y

M5A : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 30 CIVIL SERVICE

PROGRAM: 6242 EMPLOYEE & MANAGEMENT SERVICES

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	15T 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* - - - - - PROGRAM REVENUE SUMMARY: - - - - - *								
GENERAL FUND UNALLOCATED	834,767	1,094,873	1,128,440	96,448	1,152,711	1,407,034	1,098,022	30,418-
TOTAL BUDGETED	834,767	1,094,873	1,128,440	96,448	1,152,711	1,407,034	1,098,022	30,418-
NON-BUDGETED OPERATING	116,858	0	84,542	61,419	0	0	0	84,542-
TOTAL PROGRAM	951,625	1,094,873	1,212,982	157,867	1,152,711	1,407,034	1,098,022	114,960-
* - - - - - PROGRAM EXPENDITURE SUMMARY: - - - - - *								
LABOR COSTS	638,024	780,875	846,933	86,092	877,600	1,074,171	822,911	24,022-
CONTRACTUAL SERVICES	3,702	15,120	64,369	413	12,445	22,852	12,445	51,924-
OTHER CURRENT EXPENDITURES	38,832	35,768	96,322	9,592	32,660	37,939	32,660	63,662-
EQUIPMENT/CAPITAL OUTLAY	800	0	400	351	0	0	0	400-
SERVICES OF OTHER DEPARTMENTS	265,013	263,110	263,110	0	236,831	278,897	236,831	26,279-
RECOVERIES	111,604-	0	142,694-	0	6,825-	6,825-	6,825-	135,869
TOTAL BUDGETED	834,767	1,094,873	1,128,440	96,448	1,152,711	1,407,034	1,098,022	30,418-
NON-BUDGETED OPERATING	116,858	0	84,542	61,419	0	0	0	84,542-
TOTAL PROGRAM	951,625	1,094,873	1,212,982	157,867	1,152,711	1,407,034	1,098,022	114,960-
* - - - - - PROGRAM EMPLOYMENT SUMMARY: - - - - - *								
AUTHORIZED POSITIONS:								
PERMANENT POSITIONS	32	32	32		32	39	31	1-
TOTAL BUDGETED	32	32	32		32	39	31	1-
TOTAL PROGRAM	32	32	32		32	39	31	1-

3260

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13
 DATE: 05/14/81
 TIME: 09:07

CITY AND COUNTY OF SAN FRANCISCO
 FISCAL YEAR 1981-82

DEPT: 30 CIVIL SERVICE

DEPT PAGE: 5

* PROGRAM LEVEL *

M B O P E R F O R M A N C E B U D G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPT : 30 CIVIL SERVICE
 PROGRAM: 6242 EMPLOYEE & MANAGEMENT SERVICES

* --GOAL: TO PROVIDE OPPORTUNITY FOR JOB SUCCESS
 THROUGH TRAINING, PERFORMANCE EVALUATION
 AND CAREER GROWTH, THEREBY MAXIMIZING
 EMPLOYEE POTENTIAL AND PRODUCTIVITY.

--OBJECTIVES: PYA TO CONDUCT A CLASSIFICATION SURVEY OF
 THE MANAGEMENT CLASSES WITHIN THE CITY
 BY NOVEMBER 1, 1981.

OBJ DATE SPAN: 81/01-81/12

PYB TO TRAIN 900 SUPERVISORS IN THE
 PERFORMANCE EVALUATION SYSTEM DURING
 THE FISCAL YEAR.

81/01-81/12

PYC TO ENSURE THAT CITY DEPARTMENT SUPER-
 VISORS PREPARE, CRITIQUE AND RECORD 8000
 PERFORMANCE EVALUATIONS.

81/01-81/12

PYD TO CONTACT 250 AGENCIES WHILE CONDUCT-
 ING THE SALARY SURVEY.

81/01-81/12

TYPE T	M E A S U R E	1979-80 ACTUAL	1980-81 REVISED	1ST 6 MD ACTUAL	LDW REQUEST	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM.
OBJ/MEAS D								
-WORKLOAD:								
PYA 10 I	CLASSIFICATION SURVEY CONDUCTED	.	.	.	1	1	1	1
PYO 10 I	# AGENCIES CONTACTED DURING SAL SURVEY	.	.	.	250	250	250	250
-EFFECTIVENESS:								
PYB 30 I	# OF SUPERVISORS TRAINED IN PERF EVAL	.	.	.	900	900	900	900
PYC 30 I	# PERF EVALS COMPLETED & CRITIQUED	.	.	.	8,000	8,000	8,000	8,000

OEPT: 30 CIVIL SERVICE

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 9S GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 30 CIVIL SERVICE
PROGRAM 6242 EMPLOYEE & MANAGEMENT SERVICES

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

-DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDED--

OBJECT	TITLE	ACTUAL	ORIGINAL BUOGET	REVISED BUOGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUOGET
FND GROUP/FUND 01001 GENERAL FUND									
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE									
CATEGORY 01 PERSONAL SERVICES									
001	PERM SALARIES-MISC	407,781	617,346	617,346	0	695,884	855,529	651,911	34,565
010	OVERTIME	65	1,000	1,000	0	500	1,060	500	500-
016	IN LIEU SICK LEAVE	0	0	13,267	13,267	0	0	0	13,267-
017	RETROACTIVE PERSONAL SERVICE	34,041	0	1,417	0	0	0	0	1,417-
060	MANDATORY FRINGE BENEFITS	134,835	162,529	162,529	57,774	181,216	217,582	170,500	7,971
T O T A L: CATEGORY 01		576,722*	780,375*	795,559*	71,041*	877,600*	1,074,171*	822,911*	27,352*
CATEGORY 10 CONTRACTUAL SERVICES									
100	PROFESSIONAL SERVICES	1,252	13,000	13,000	0	3,500	13,780	3,500	9,500-
109	OTHER CONTRACTUAL SERVICES	2,148	2,120	2,120	413	2,120	2,247	2,120	0
T O T A L: CATEGORY 10		3,400*	15,120*	15,120*	413*	5,620*	16,027*	5,620*	9,500-
CATEGORY 12 OTHER CURRENT EXPENDITURES									
120	OTHER SERVICES	9,142	11,040	11,040	3,284	10,720	12,927	10,720	320-
130	MATERIALS AND SUPPLIES	3,936	4,728	4,728	1,513	2,940	5,012	2,940	1,788-
T O T A L: CATEGORY 12		13,078*	15,768*	15,768*	4,797*	13,660*	17,939*	13,660*	2,108-
CATEGORY 24 EQUIPMENT/CAPITAL PURCHASES									
220	EQUIPMENT PURCHASE	800	0	400	351	0	0	0	400-
T O T A L: CATEGORY 24		800*	0*	400*	351*	0*	0*	0*	400-
CATEGORY 30 SERVICES OF OTHER OEPTS									
340	CONTROLLER-DATA PROCESSING	215,013	263,110	263,110	0	236,831	278,897	236,831	26,279-
T O T A L: CATEGORY 30		215,013*	263,110*	263,110*	0*	236,831*	278,897*	236,831*	26,279-
T O T A L: PROJ/WK PHASE 00000		809,013*	1,074,873*	1,089,957*	76,602*	1,133,711*	1,387,034*	1,079,022*	10,935-

PROJ/WK PHASE 00101 IMPLEMENTATION TRAINING ORORINANCE

CATEGORY 12 OTHER CURRENT EXPENDITURES

120	OTHER SERVICES	6,517	0	0	3,536	0	0	0	0
130	MATERIALS AND SUPPLIES	0	0	18,483	0	0	0	0	18,483-

DEPT: 30 CIVIL SERVICE

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 9S GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 30 CIVIL SERVICE
PROGRAM 6242 EMPLOYEE & MANAGEMENT SERVICES

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** FISCAL YEAR 1981-82 *****

-DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDED---

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND	01001 GENERAL FUND								
PROJ/WK PHASE	00101 IMPLEMENTATION TRAINING ORDINANCE								
CATEGORY	12 OTHER CURRENT EXPENDITURES								
T D T A L: CATEGORY	12	6,517*	0*	18,483*	3,536*	0*	0*	0*	18,483-
T O T A L: PROJ/WK PHASE	00101	6,517*	0*	18,483*	3,536*	0*	0*	0*	18,483-
PROJ/WK PHASE	00901 SALARY SURVEY								
CATEGORY	12 OTHER CURRENT EXPENDITURES								
201 PROGRAMMATIC PROJECT BUDG		19,237	20,000	20,000	1,259	19,000	20,000	19,000	1,000-
T D T A L: CATEGORY	12	19,237*	20,000*	20,000*	1,259*	19,000*	20,000*	19,000*	1,000-
T O T A L: PROJ/WK PHASE	00901	19,237*	20,000*	20,000*	1,259*	19,000*	20,000*	19,000*	1,000-
T O T A L: FND GROUP/FUND	01001	834,767*	1,094,873*	1,128,440*	81,397*	1,152,711*	1,407,034*	1,098,022*	30,418-
FND GROUP/FUND	03099 WORK ORDER								
PROJ/WK PHASE	00000 PROJECT/WORK PHASE NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
001 PERM SALARIES-MISC		52,006	0	29,624	0	0	0	0	29,624-
010 OVERTIME		183-	0	183	0	0	0	0	183-
020 TEMPORARY SALARIES		183	0	15,816	15,051	0	0	0	15,816-
060 MANDATORY FRINGE BENEFITS		9,296	0	5,751	0	0	0	0	5,751-
T O T A L: CATEGORY	01	61,302*	0*	51,374*	15,051*	0*	0*	0*	51,374-
CATEGORY	10 CONTRACTUAL SERVICES								
100 PROFESSIONAL SERVICES		302	0	49,249	0	6,825	6,825	6,825	42,424-
T D T A L: CATEGORY	10	302*	0*	49,249*	0*	6,825*	6,825*	6,825*	42,424-
CATEGORY	12 OTHER CURRENT EXPENDITURES								
130 MATERIALS AND SUPPLIES		0	0	42,071	0	0	0	0	42,071-
T D T A L: CATEGORY	12	0*	0*	42,071*	0*	0*	0*	0*	42,071-

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

DEPT: 30 CIVIL SERVICE

FISCAL YEAR 1981-82

MSA
DEPARTMENT
PROGRAM

95 GENERAL ADMINISTRATION & FINANCE GROUP
30 CIVIL SERVICE
6242 EMPLOYEE & MANAGEMENT SERVICES

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	PEVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	--MAYOR'S RECOMMENDED-- AMOUNT	VS. REVISED BUDGET
FNO GROUP/FUND	08099 WORK ORDER								
PROJ/WK RHASE	00000 PROJECT/WORK PHASE NOT APPLICABLE								
CATEGORY	30 SERVICES OF OTHER DEPTS								
	340 CONTROLLER-DATA PROCESSING	50,000	0	0	0	0	0	0	0
T O T A L: CATEGORY	30	50,000*	0*	0*	0*	0*	0*	0*	0*
CATEGORY	39 INTERDEPARTMENTAL RECOVERY								
	390 INTERDEPARTMENTAL RECOVERY	111,604-	0	142,694-	0	6,825-	6,825-	6,825-	135,869
T O T A L: CATEGORY	39	111,604-	0*	142,694-	0*	6,825-	6,825-	6,825-	135,869*
T O T A L: PROJ/WK PHASE	00000	0*	0*	0*	15,051*	0*	0*	0*	0*
T O T A L: FNO GROUP/FUND	08099	0*	0*	0*	15,051*	0*	0*	0*	0*
T O T A L: PROGRAM	6242	834,767*	1,094,873*	1,128,440*	96,448*	1,152,711*	1,407,034*	1,098,022*	30,418-

8PREP REPORT 774

CITY & COUNTY OF SAN FRANCISCO

PAGE: 1

OEPT: 30 CIVIL SERVICE

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 30 CIVIL SERVICE
 PROGRAM 6242 EMPLOYEE & MANAGEMENT SERVICES

		F/Y 1979-80	F/Y 1980-81	***** FISCAL YEAR 1981-82 *****				*****			
		ACTUAL	REVISED	----- DEPARTMENTAL REQUESTS -----		----- MAYOR'S RECOMMENDED -----					
CLASS.	TITLE	STZO. RATE NO. POSNS.	NO. POSNS.	HIGH REQUEST	NO. POSNS.	SERVICE MAINT. LEVEL	NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT	
FND GROUP/FUNO 01001 GENERAL FUNO											
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE											
OBJECT 001 PERM SALARIES-MISC											
1202 A	PERSONNEL CLERK... 049680596	0	1	1	15,030	1	12,896	1	15,030		
1212 A	TIMEROLL AUDIT CLE 051980625	6	6	6	94,314	6	85,309	6	94,314		
1212 G	TIMEROLL AUDIT CLE 051980625	0	0	0	0	4	41,109	0	0		
1212MA	TIMEROLL AUDIT CLE 051980625	1	1	1	15,719	1	16,312	1	15,719		
1214 A	SENIOR TIMEROLL AU 060280728	1	1	1	18,999	1	19,000	1	18,999		
1216 A	PRINCIPAL TIMEROLL 069480838	1	1	1	18,111	1	18,111	1	18,111		
1232 A	TRAINING OFFICER.. 082280994	3	3	3	69,712	3	73,903	3	69,712		
1234 A	DIRECTOR OF TRAINI 117481421	1	1	1	37,087	1	37,087	1	37,087		
1240 A	ASSISTANT PERSONNE 063480766	2	2	2	36,703	2	32,465	2	36,703		
1242 A	PERSONNEL ANALYST. 078580947	2	2	2	45,512	2	45,169	2	45,512		
1244 A	SENIOR PERSONNEL A 094781147	6	6	6	168,834	6	161,399	6	168,834		
1246 A	PRINCIPAL PERSONNE 112081355	2	2	2	69,806	2	106,094	2	69,806		
1248 A	ASSISTANT DIVISION 130481580	2	1	1	41,238	1	41,237	1	41,238		
1278 A	DIVISION MANAGER, 143681740	1	1	1	45,414	1	45,413	1	45,413		
1288 A	ASSISTANT GENERAL 156581899	1	1	1	43,972	1	45,035	0	0		
1402 G	JUNIOR CLERK 037480448	0	0	0	0	1	7,398	0	0		
1404 G	CLERK 044880539	0	0	0	0	1	8,890	0	0		
1424 A	CLERK TYPIST..... 046580560	1	1	1	13,587	2	24,301	1	13,587		
1446 A	SENIOR CLERK STENO 056080674	2	2	2	34,417	2	34,401	2	34,417		
9999 A	SALARY SAVINGS 0000 0000	0	0	0	72,571-	0	0	0	72,571-		
T O T A L: OBJECT 001		32*	32*	32*	695,884*	39*	855,529*	31*	651,911*		
T O T A L: PROJ/WK PHASE 00000		32*	32*	32*	695,884*	39*	855,529*	31*	651,911*		
T O T A L: FND GROUP/FUNO 01001		32*	32*	32*	695,884*	39*	855,529*	31*	651,911*		
T O T A L: PROGRAM 6242		32*	32*	32*	695,884*	39*	855,529*	31*	651,911*		

LINE - ITEM EXPLANATIONSDepartment: CIVIL SERVICE COMMISSIONProgram: EMPLOYEE & MANAGEMENT SERVICESObject Object Title and Explanation of Change001 PERMANENT SALARIES:

<u>LOW LEVEL</u>	<u>HIGH LEVEL</u>	<u>MAINT. LEVEL</u>	<u>MAYOR'S REC.</u>
\$695,884	\$695,884	\$855,529	\$651,911

Funding at both the Low and High Levels would enable continuation of current staffing in this program (Classification, Salary Standardization, In-Service Activities, Timeroll Audit). Funding at the Maintenance Level would allow continuation of current CETA staffing after September 30, 1981.

010 OVERTIME:

<u>LOW LEVEL</u>	<u>HIGH LEVEL</u>	<u>MAINT. LEVEL</u>	<u>MAYOR'S REC.</u>
0	\$ 500	\$ 1,060	\$500

Periodically, the staff of the Timeroll Audit Unit is required to update and make a count of all established positions in the Annual Salary Ordinance. This procedure is best accomplished after business hours when there is little or no interruption to the daily processing of timerolls. This updating and counting is required to check the number of employments against the established positions in the Annual Salary Ordinance. Funds are requested to provide for the service of approximately 5 clerical personnel to work for approximately 24 hours each at the rate of time and one-half. In addition, upon passage of the Salary Standardization Ordinance (SSO), new rates of pay must be posted on the record of each permanent and temporary employee.

100 PROFESSIONAL SERVICES:

<u>LOW LEVEL</u>	<u>HIGH LEVEL</u>	<u>MAINT. LEVEL</u>	<u>MAYOR'S REC.</u>
\$ 3,000	\$ 3,500	\$13,780	\$3,500

The Civil Service Commission is assigned certain Labor Relation functions under the Administrative Code. One function is the processing of "unfair labor practice changes" which often result in hearings before administrative law judges. \$1,500 is requested for hearing officers fees and \$2,000 for court reporter's per diem and transcription fees.

Object Object Title and Explanation of Change109 OTHER CONTRACTUAL SERVICES:

<u>LOW LEVEL</u>	<u>HIGH LEVEL</u>	<u>MAINT. LEVEL</u>	<u>MAYOR'S REC.</u>
\$ 2,120	\$ 2,120	\$ 2,247	\$2,120

\$2120 represents the cost of this program's needs for office equipment maintenance and copy machine costs.

120 OTHER CURRENT SERVICES:

<u>LOW LEVEL</u>	<u>HIGH LEVEL</u>	<u>MAINT. LEVEL</u>	<u>MAYOR'S REC.</u>
\$ 8,720	\$10,720	\$12,927	\$10,720

This amount represents this program's costs for telephone service and postage.

201 SALARY SURVEY PROJECT:

<u>LOW LEVEL</u>	<u>HIGH LEVEL</u>	<u>MAINT. LEVEL</u>	<u>MAYOR'S REC.</u>
\$18,000	\$19,000	\$20,000	\$19,000

The survey of rates of pay for miscellaneous employees is mandated every five years by Charter Section 8.401. This section also provides for the Civil Service Commission to make this survey more often if warranted in the judgement of the Civil Service Commission or the Board of Supervisors. In view of the changing economic conditions, this survey has been deemed to be necessary each year since its inception in 1943. The repeal of Section 8.403 of the Charter in November, 1975 results in the addition to this survey the investigation of comparable rates of pay for craft and trade employees formerly covered under Section 8.403. Increased costs mandated by Proposition D (November 2, 1976 Election) make the Charter amount of \$12,500 unrealistic.

3266

3266

MBO-BUDGET REPORT 103-C

PUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 30 CIVIL SERVICE

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

DEPT PAGE: 8

M B O P R O G R A M S U M M A P Y B Y M A J O R C A T E G O R Y

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 30 CIVIL SERVICE

PROGRAM: 6307 CIVIL SERVICE ADMINISTRATION

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
--	-------------------	---------------------	--------------------	--------------------	-----------------	----------------	-------------------	--------------------

PROGRAM REVENUE SUMMARY:

GENERAL FUND REVENUES - CREDITED TO DEPT	55,489	0	9,522	9,522	0	0	0	9,522-
GENERAL FUND UNALLOCATED	220,392	252,501	782,402	32,937	275,746	341,793	275,746	506,656-
TOTAL BUDGETED	275,881	252,501	791,924	42,459	275,746	341,793	275,746	516,178-
TOTAL PROGRAM	275,881	252,501	791,924	42,459	275,746	341,793	275,746	516,178-

PROGRAM EXPENDITURE SUMMARY:

LABOR COSTS	258,612	236,684	237,089	16,202	259,386	324,910	259,386	22,297
CONTRACTUAL SERVICES	7,278	6,120	6,120	2,626	6,120	6,467	6,120	0
OTHER CURRENT EXPENDITURES	7,877	8,584	547,602	23,204	9,840	9,486	9,840	537,762-
EQUIPMENT/CAPITAL OUTLAY	1,000	325	325	325	0	0	0	325-
SERVICES OF OTHER DEPARTMENTS	1,114	788	788	102	400	930	400	388-
TOTAL BUDGETED	275,881	252,501	791,924	42,459	275,746	341,793	275,746	516,178-
TOTAL PROGRAM	275,881	252,501	791,924	42,459	275,746	341,793	275,746	516,178-

PROGRAM EMPLOYMENT SUMMARY:

AUTHORIZED POSITIONS:								
PERMANENT POSITIONS	16	15	15		15	19	15	0
TOTAL BUDGETED	16	15	15		15	19	15	0
TOTAL PROGRAM	16	15	15		15	19	15	0

3267

3267

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 30 CIVIL SERVICE

* PROGRAM LEVEL *

DATE: 05/14/81

FISCAL YEAR 1981-82

TIME: 09:07

DEPT PAGE: 7

M B O P E R F O R M A N C E B U D G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPT : 30 CIVIL SERVICE
 PROGRAM: 6307 CIVIL SERVICE ADMINISTRATION

* -----*

--GOAL: TO PROVIDE POLICY AND ADMINISTRATIVE
 DIRECTION WITHIN THE DEPARTMENT.

--OBJECTIVES: PZA TO ENSURE THAT 90% OF THE DEPARTMENTAL
 OBJECTIVES ARE MET.

OBJ DATE SPAN: 81/01-81/12

PZB TO PREPARE PERFORMANCE EVALUATIONS ON
 100% OF THE DEPARTMENTAL EMPLOYEES WITH
 SUPERVISORY RESPONSIBILITIES.

81/01-81/12

TYPE T	MEASURE	1979-80 ACTUAL	1980-81 REVISED	1ST 6 MO ACTUAL	LOW REQUEST	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM.
OBJ/MEAS O								

-EFFECTIVENESS:

PZA 30 I	% OBJECTIVES ACHIEVED	.	.	.	90 %	90 %	90 %	90 %
PZB 30 I	% DEPART PERF EVALS-SUPER EMPLOYEES	.	.	.	100 %	100 %	100 %	100 %

DEPT: 30 CIVIL SERVICE

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 30 CIVIL SERVICE
PROGRAM 6307 CIVIL SERVICE ADMINISTRATION

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND 01001 GENERAL FUND									
PROJ/WK RHASE 00000 PROJ WK RH NOT APPLICABLE									
CATEGORY 01 PERSONAL SERVICES									
001	PERM SALARIES-MISC	210,921	190,852	190,852	0	207,135	260,147	207,135	16,283
017	RETROACTIVE PERSONAL SERVICE	9,726	0	405	0	0	0	0	405-
060	MANDATORY FRINGE BENEFITS	37,965	45,832	45,832	16,202	52,251	64,763	52,251	6,419
T O T A L: CATEGORY 01		258,612*	236,684*	237,089*	16,202*	259,386*	324,910*	259,386*	22,297*
CATEGORY 10 CONTRACTUAL SERVICES									
100	PROFESSIONAL SERVICES	6,050	5,000	5,000	2,418	5,000	5,300	5,000	0
109	OTHER CONTRACTUAL SERVICES	1,228	1,120	1,120	208	1,120	1,167	1,120	0
T O T A L: CATEGORY 10		7,278*	6,120*	6,120*	2,626*	6,120*	6,467*	6,120*	0*
CATEGORY 12 OTHER CURRENT EXPENDITURES									
120	OTHER SERVICES	5,224	5,520	5,520	1,643	5,360	6,238	5,360	160-
130	MATERIALS AND SUPPLIES	2,653	3,064	3,064	927	4,480	3,248	4,480	1,416
T O T A L: CATEGORY 12		7,877*	8,584*	8,584*	2,570*	9,840*	9,486*	9,840*	1,256*
CATEGORY 24 EQUIPMENT/CAPITAL PURCHASES									
220	EQUIPMENT PURCHASE	1,000	325	325	325	0	0	0	325-
T O T A L: CATEGORY 24		1,000*	325*	325*	325*	0*	0*	0*	325-
CATEGORY 30 SERVICES OF OTHER DEPTS									
310	CENTRAL SHOP	210	288	288	102	400	400	400	112
318	BUILDING REPAIR	377	0	0	0	0	0	0	0
350	REPRODUCTION	527	500	500	0	0	530	0	500-
T O T A L: CATEGORY 30		1,114*	788*	788*	102*	400*	930*	400*	388-
T O T A L: PROJ/WK RHASE 00000		275,881*	252,501*	252,906*	21,825*	275,746*	341,793*	275,746*	22,840*
PROJ/WK PHASE 04501 AUDITOR FUND									
CATEGORY 12 OTHER CURRENT EXPENDITURES									
201	PROGRAMMATIC PROJECT BUDG	0	0	539,018	20,634	0	0	0	539,018-
T O T A L: CATEGORY 12		0*	0*	539,018	20,634	0	0	0	539,018-

OEPT: 30 CIVIL SERVICE

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 9S GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 30 CIVIL SERVICE
 PROGRAM 6307 CIVIL SERVICE ADMINISTRATION

		F/Y 1979-80	F/Y 1980-81	***** FISCAL YEAR 1981-82 *****					
		ACTUAL	REVISED	DEPARTMENTAL REQUESTS		MAYOR'S RECOMMENDATION			
CLASS.	TITLE	STZO. RATE NO. POSNS.	NO. POSNS.	HIGH REQUEST	SERVICE MAINT. LEVEL	NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT
FNO GROUP/FUND 01001 GENERAL FUND									
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE									
OBJECT 001 PERM SALARIES-MISC									
0120EA	MEMBER, CIVIL SERV	0100M0100	S	S	S	6,000	S	6,000	S 6,000
1220 G	PAYROLL CLERK	05198062S	0	0	0	0	1	10,277	0 0
1242 A	PERSONNEL ANALYST.	078S80947	1	1	1	22,755	1	20,453	1 22,755
1284 A	ASSISTANT SECRETAR	1120B135S	1	1	1	33,720	1	35,364	1 33,720
1292 A	GENERAL MANAGER, P	183S82230	1	1	1	58,202	1	58,202	1 58,202
1402 A	JUNIOR CLERK.....	037480448	1	1	1	11,692	1	11,692	1 11,692
1402 G	JUNIOR CLERK	037480448	0	0	0	0	3	22,194	0 0
1424 A	CLERK TYPIST.....	046S80560	1	1	1	13,588	1	14,615	1 13,588
1426 A	SENIOR CLERK TYPIS	0510B0614	2	2	2	31,207	2	29,875	2 31,207
1444 A	CLERK STENOGRAPHER	048SB0583	1	0	0	0	0	0	0 0
1528 A	ADMINISTRATIVE SEC	068480926	1	1	1	17,904	1	19,603	1 17,904
1760 A	OFFSET MACHINE OPE	049480594	1	1	1	13,463	1	12,872	1 13,463
1764 A	MAIL AND REPRODUCE	0602B0728	1	1	1	19,000	1	19,000	1 19,000
9999 A	SALARY SAVINGS	0000 0000	0	0	0	20,396-	0	0	0 20,396-
T O T A L: OBJECT		001	16*	15*	15*	207,135*	19*	260,147*	15* 207,135*
T O T A L: PROJ/WK PHASE		00000	16*	15*	15*	207,135*	19*	260,147*	15* 207,135*
T O T A L: FNO GROUP/FUND		01001	16*	15*	15*	207,135*	19*	260,147*	15* 207,135*
T O T A L: PROGRAM		6307	16*	15*	15*	207,135*	19*	260,147*	15* 207,135*

LINE - ITEM EXPLANATIONS

Department: CIVIL SERVICE COMMISSION
 Program: ADMINISTRATION

Object Object Title and Explanation of Change001 PERMANENT SALARIES:

<u>LOW LEVEL</u>	<u>HIGH LEVEL</u>	<u>MAINT. LEVEL</u>	<u>MAYOR'S REC.</u>
\$207,13S	\$207,13S	\$260,147	\$207,13S

This figure represents the funding of the General Manager, Personnel and his clerical staff, monthly stipend to the members of the Civil Service Commission, salaries of the Assistant Secretary and his staff, and funding of the personnel of the Mail and Reproduction Unit. Maintenance Level funding allows continuation of current CETA staffing beyond September 30, 1981.

100 PROFESSIONAL SERVICES:

<u>LOW LEVEL</u>	<u>HIGH LEVEL</u>	<u>MAINT. LEVEL</u>	<u>MAYOR'S REC.</u>
\$ 4,000	\$ 5,000	\$ 5,300	\$5,000

\$5,000 is requested to compensate certified shorthand reporters for services at Civil Service Commission meetings and appeal hearings. The Commission is required by court order to maintain a record of its hearings adequate for review by the courts. The Courts have been dissatisfied with anything less than a transcription of a court reporter's notes. Funds are requested at this level only to compensate the reporter for per diem fees. In the event transcriptions are required of the City, the Commission would have to seek additional funds by supplemental appropriation.

109 OTHER CONTRACTUAL SERVICES:

<u>LOW LEVEL</u>	<u>HIGH LEVEL</u>	<u>MAINT. LEVEL</u>	<u>MAYOR'S REC.</u>
\$ 1,120	\$ 1,120	\$ 1,167	\$1,120

This amount represents this program's and the Commission Office's costs for office machine maintenance and copy machine use.

Object Object Title and Explanation of Change120 OTHER SERVICES:

<u>LOW LEVEL</u>	<u>HIGH LEVEL</u>	<u>MAINT. LEVEL</u>	<u>MAYOR'S REC.</u>
\$ 4,360	\$ 5,360	\$ 6,238	\$5,630

Funds for telephone and postage costs of Administrative Offices and for Civil Service Commission business.

310 CENTRAL SHOPS:

<u>LOW LEVEL</u>	<u>HIGH LEVEL</u>	<u>MAINT. LEVEL</u>	<u>MAYOR'S REC.</u>
\$ 400	\$ 400	\$ 400	\$400

Estimated costs by Purchaser's Central Shops to maintain the one Civil Service Commission staff vehicle during Fiscal Year 1981/82.

3271

3271

BPREP REPORT 740

CITY AND COUNTY OF SAN FRANCISCO
FISCAL YEAR 1981-82

OEPT: 33 HEALTH SERVICE SYSTEM

RUN DATE: 05/13/81

DEPARTMENT REVENUE SUMMARY
BY FUND

OEPT: 33 HEALTH SERVICE SYSTEM

SUB- OBJECT	REVENUE DESCRIPTION	1979-80 ACTUAL	***** 1980-81 *****			***** 1981-82 *****				
			ORIGINAL BUOGET	REVISED BUOGET	1ST 6 MOS ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S C RECOMMENDEO		

GENERAL FUND REVENUES CREDITED TO DEPT:										
* GENERAL FUND UNALLOCATED		0	0	0	0	0	0	0		
** TOTAL DEPT GEN FUND + SPECIAL FUND REVENUE		0	0	0	0	0	0	0		

3272

327

MBO-BUDGET REPORT 101-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 33 HEALTH SERVICE SYSTEM

DATE: 05/14/81

FISCAL YEAR 1981-82

TIME: 09:07

DEPT PAGE:

D E P A R T M E N T A L S U M M A R Y B Y P R O G R A M

MSA: 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT: 33 HEALTH SERVICE SYSTEM

* - - - - -	1979-80	1980-81	1980-81	1ST 6 MO	HIGH	MAINT	MAYOR'S	COMP TO
ORGANIZATION/PROGRAM TITLES	ACTUAL	ORIGINAL	REVISED	ACTUAL	REQUEST	LEVEL	RECOMM	REVISED
* - - - - - P R O G R A M S - - - - -								
MEMBERSHIP	0	0	0	0	0	0	0	0
MEDICAL CLAIMS	0	0	0	0	0	0	0	0
ADMINISTRATION	0	0	0	0	0	0	0	0
DEPARTMENT TOTALS:								
BUDGETED OPERATING EXPENDITURES	0	0	0	0	0	0	0	0
NON-BUDGETED OPERATING EXPENDITURES	33,154	0	36,946	17,500	0	0	0	36,946
TOTAL OPERATING EXPENDITURES	33,154	0	36,946	17,500	0	0	0	36,946

MBO-BUDGET REPORT 102-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 33 HEALTH SERVICE SYSTEM

DATE: 05/14/81

FISCAL YEAR 1981-82

* DEPARTMENT LEVEL *

TIME: 09:07

DEPT PAGE: 2

DEPARTMENTAL SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT : 33 HEALTH SERVICE SYSTEM

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYDR'S RECDMM	COMP TO REVISED
* -----*								
DEPARTMENT REVENUE SUMMARY:								
GENERAL FUND UNALLOCATED	0	0	0	0	0	0	0	0
TOTAL BUDGETED	0	0	0	0	0	0	0	0
NDN-BUDGETED OPERATING	33,154	0	36,946	17,500	0	0	0	36,946-
TOTAL DEPARTMENT	33,154	0	36,946	17,500	0	0	0	36,946-
* -----*								
DEPARTMENT EXPENDITURE SUMMARY:								
LABOR COSTS	556,282	686,955	724,897	288,372	770,044	770,509	688,048	36,849-
CONTRACTUAL SERVICES	507	25,800	25,800	15,230	30,800	27,348	30,800	5,000
OTHER CURRENT EXPENDITURES	347,372	14,620	14,620	5,611	12,194	14,321	12,194	2,426-
EQUIPMENT/CAPITAL OUTLAY	0	0	5,631	0	1,200	1,200	1,200	4,431-
SERVICES OF OTHER DEPARTMENTS	279,991	235,858	246,258	221	273,745	306,970	273,745	27,487
RECOVERIES	1,184,152-	963,233-	1,017,206-	309,434-	1,087,983-	1,120,348-	1,005,987	11,219
TOTAL BUDGETED	0	0	0	0	0	0	0	0
NON-BUDGETED OPERATING	33,154	0	36,946	17,500	0	0	0	36,946-
TOTAL DEPARTMENT	33,154	0	36,946	17,500	0	0	0	36,946-
* -----*								
DEPARTMENT EMPLOYMENT SUMMARY:								
AUTHORIZED POSITIONS:								
INTERDEPT WORK ORDER POSITIONS	30	34	40		40	41	34	6-
TOTAL BUDGETED	30	34	40		40	41	34	6-
TOTAL DEPARTMENT	30	34	40		40	41	34	6-

327.1

327.1

MSD-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 33 HEALTH SERVICE SYSTEM

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

DEPT PAGE:

MSD PROGRAM SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPT : 33 HEALTH SERVICE SYSTEM
 PROGRAM: 6294 MEMBERSHIP

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* - - - - - PROGRAM REVENUE SUMMARY: - - - - -								
GENERAL FUND UNALLOCATED	0	0	0	0	0	0	0	0
* - - - - - PROGRAM EXPENDITURE SUMMARY: - - - - -								
LABOR COSTS	178,161	176,960	214,902	80,565	242,093	233,137	209,582	5,320
CONTRACTUAL SERVICES	254	280	280	53	100	297	100	180
OTHER CURRENT EXPENDITURES	107,295	6,150	6,150	1,599	1,826	5,166	1,826	4,324
EQUIPMENT/CAPITAL OUTLAY	0	0	5,631	0	0	0	0	5,631
SERVICES OF OTHER DEPARTMENTS	82,237	82,135	92,535	0	121,250	141,190	121,250	28,715
RECOVERIES	367,947-	265,525-	319,498-	82,217-	365,269-	379,790-	332,758-	13,260
TOTAL BUDGETED	0	0	0	0	0	0	0	0
TOTAL PROGRAM	0	0	0	0	0	0	0	0
* - - - - - PROGRAM EMPLOYMENT SUMMARY: - - - - -								
AUTHORIZED POSITIONS:								
INTERDEPT WORK ORDER POSITIONS	10	9	15		15	15	12	3
TOTAL BUDGETED	10	9	15		15	15	12	3
TOTAL PROGRAM	10	9	15		15	15	12	3

MBO-BUDGET REPORT 103-C

FUN NBR: B0/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 33 HEALTH SERVICE SYSTEM

* PROGRAM LEVEL *

DATE: 05/14/81

FISCAL YEAR 1981-82

TIME: 09:07

OEPT PAGE: 3

M B O P E R F O R M A N C E B U D G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPT : 33 HEALTH SERVICE SYSTEM
 PROGRAM: 6294 MEMBERSHIP

--GOAL: TO MAINTAIN HEALTH AND WELFARE OF CITY
 EMPLOYEES BY MAINTAINING MEMBERSHIP
 RECORDS OF CONTRIBUTORS AND DEPENDENTS
 INCLUDING ENROLLMENTS, ADDITIONS, TERM-
 INATIONS AND STATUS CHANGES. RECONCIL-
 IATION OF EDP OUTPUT DATA TO MAINTAIN
 CONTRIBUTION INCOME AND DISTRIBUTION TO
 MEDICAL PROVIDERS.

--OBJECTIVES: RXA TO REDUCE INITIAL UNRECONCILED CON-
 TRIBUTIONS BY 5% OVER CURRENT LEVEL.

OBJ DATE SPAN: B1/01-B1/12

RXB TO REDUCE TURNAROUND TIME ON CONTRI-
 BUTION REFUND ROLLS FROM 40 TO 30
 WORKING DAYS.

81/01-B1/12

RXC TO REDUCE BY 5% THE NUMBER OF EDP
 TRANSACTIONS GENERATED PER YEAR.

B1/01-81/12

TYPE	T	M E A S U R E	1979-80 ACTUAL	1980-81 REVISED	1ST 6 MO ACTUAL	LOW REQUEST	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM.
------	---	---------------	-------------------	--------------------	--------------------	----------------	-----------------	----------------	--------------------

-EFFECTIVENESS:

RXA	30	0	% DECREASE IN UNRECONCILED CONTRIBS.	.	.	.	5.0 %	5.0 %	5.0 %	5.0 %
RXB	30	D	# WORKING DAYS REDUCTION IN TURNAROUND	.	40.0	.	30.0	30.0	30.0	30.0
RXC	30	D	% DECREASE TRANSACTIONS PER YEAR.	.	.	.	5.0 %	5.0 %	5.0 %	5.0 %

DEPT: 33 HEALTH SERVICE SYSTEM

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA	95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT	33 HEALTH SERVICE SYSTEM
PROGRAM	6294 MEMBERSHIP

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****
DEPARTMENTAL REQUESTS -- MAYOR'S RECOMMENDED --

[illegible]

3277

8PPEP REPORT 774

CITY & COUNTY OF SAN FRANCISCO

PAGE: 1

3277

POSITION CLASSIFICATION DETAIL

DEPT: 33 HEALTH SERVICE SYSTEM

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 33 HEALTH SERVICE SYSTEM
 PROGRAM 6294 MEMBERSHIP

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

CLASS.	TITLE	STZD. RATE	ACTUAL		REVISED		DEPARTMENTAL REQUEST		MAYOR'S RECOMMENDATION	
			NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT
FNO GROUP/FUND 08401 HEALTH SERVICE SYSTEM										
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE										
OBJECT 001 PEPM SALARIES-MISC										
1402 Q	JUNIOR CLERK	037480448	0		1	10,206	1	10,206	1	10,206
1404 G	CLEPK	044880539	0		0	0	1	8,755	0	0
1424 Q	CLEPK TYPIST	046580560	0		1	12,724	1	12,724	0	0
1426 A	SENIOR CLERK TYPIST	051080614	1		1	13,307	1	13,307	1	13,307
1444 A	CLERK STENOGRAPHER	048580583	1		0	0	0	0	0	0
1446 A	SENIOR CLERK STENO	056080674	1		1	17,590	1	17,590	1	17,590
1446 R	SR CLERK STENOGRAP	056080674	0		0	17,590-	1-	17,590-	1-	17,590-
1630 A	ACCOUNT CLERK.....	048080578	3		3	45,257	3	45,257	3	45,257
1630 Q	ACCOUNT CLERK	048080578	0		3	0	0	0	0	0
1630EQ	ACCOUNT CLERK	048080578	0		0	39,406	3	39,406	3	39,406
1650 A	ACCOUNTANT.....	060580731	3		3	38,158	2	38,158	2	38,158
1650 Q	ACCOUNTANT	060580731	0		1	0	0	0	0	0
1650EA	ACCOUNTANT	060500731	0		0	15,832	1	15,832	1	15,832
1650EQ	ACCOUNTANT	060580731	0		0	15,832	1	15,832	0	0
9999 A	SALARY SAVINGS	0000 0000	0		0	28,899-	0	28,893-	0	11,352-
TOTAL: OBJECT 001			9*		14*	161,823*	14*	170,584*	11*	150,814*
OBJECT 020 TEMPORARY SALARIES										
1652 A	SENIOR ACCOUNTANT. 073180982		1		1	20,937	1	20,937	1	20,937
1836ES	MEMBERSHIP REP. HE 079280956		0		0	20,668	0	0	0	0
TOTAL: OBJECT 020			1*		1*	41,605*	1*	20,937*	1*	20,937*
TOTAL: PROJ/WK PHASE 00000			10*		15*	203,428*	15*	191,521*	12*	171,751*
TOTAL: FNO GROUP/FUND 08401			10*		15*	203,428*	15*	191,521*	12*	171,751*
TOTAL: PROGRAM 6294			10*		15*	203,428*	15*	191,521*	12*	171,751*

Department: 33 HEALTH SERVICE SYSTEM

Program: 6294 MEMBERSHIP

Object Object Title and Explanation of Change001 PERMANENT SALARIES

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$161,823	\$161,823	\$170,584	\$150,814

Low/High Level - No change in number of positions or classifications and no layoff of employees. Two vacant positions will not be filled to provide for salary savings.

Mayor's Comments

Three positions have been deleted due to lack of general fund support.

010 OVERTIME

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$500	\$500	\$500	\$500

Low/High Level - This minimal amount is necessary to allow Membership Division to meet deadlines imposed by Controller's EDP for new rates, plans and status changes brought about by the open enrollment period in May.

Mayor's Comments020 TEMPORARY SALARIES

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$41,605	\$41,605	\$20,937	\$20,937

Low/High Level - Continued funding for a full time 1652 Senior Accountant to maintain accounting interface with FAMIS system for both our administrative budget and our trust fund. This entails processing all City accounting documents; maintaining documentation and audit surveillance over budget and trust fund expenditures and revenues relative to Health Plan contract payments and Plan I claims revenue and expenditures.

Funding for Membership Supervisor to oversee Membership Division functions and personnel. Duties to include administrative direction and work in connection with activities of Membership Division; plans and organizes membership information services; acts as liaison between Health Service and agencies, contractors, and other departments relative to membership functions; and represents the Executive Director in matters related to Membership.

Object Object Title and Explanation of Change020 TEMPORARY SALARIESMayor's Comments

One position has been deleted due to lack of general fund support.

060 MANDATORY FRINGE BENEFITS

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$38,165	\$38,165	\$40,026	\$37,331

Low/High Level - Mandatory fringes for Retirement, Social Security, and Unemployment Insurance are system calculated. Health Service City Matching is based on fourteen (14) employees at \$581.40 per employee.

Mayor's Comments

Mandatory fringe benefits has been reduced due to the elimination of 3 positions.

109 OTHER CONTRACTUAL SERVICES

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$100	\$100	\$100	\$100

Low/High Level - Provides for emergency maintenance service on four calculators located in the Membership Division.

Mayor's Comments120 OTHER SERVICES

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$1,350	\$1,350	\$1,350	\$1,350

Low/High Level - Provides for annual service costs of eight 6-button telephones located in the Membership Division.

Mayor's Comments

Department: 33 HEALTH SERVICE SYSTEM

Program: 6294 MEMBERSHIP

Object Object Title and Explanation of Change130 MATERIAL AND SUPPLIES

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$476	\$476	\$476	\$476

Low/High Level - Provides for purchase of miscellaneous office supplies for personnel in the Membership Division.

Mayor's Comments340 CONTROLLER'S DATA PROCESSING

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$120,000	\$120,000	\$139,940	\$139,940

Low/High Level - Provides for services of the Controller's Data Processing to the Membership Division of the Health Service System for 1981-82. This represents a reduction of \$19,940 in their request.

Membership functions include maintaining files of contributors and dependents of the Health Service System and receiving membership contributions via payroll deductions, retired allowance deductions and direct payments. The contributions and Health Service data are processed to provide reports and services to the Health Service System and Plan Contract Carriers.

Mayor's Comments350 REPRODUCTION

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$1,250	\$1,250	\$1,250	\$1,250

Low/High Level - Provides for services of Purchaser's Reproduction Division for printing of Membership enrollment forms, change of enrollment forms, temporary employees processing forms, and other letters and/or forms utilized by the Membership Division or disseminated to employees during the fiscal year.

Mayor's CommentsObject Object Title and Explanation of Change

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 33 HEALTH SERVICE SYSTEM

OATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

OEPT PAGE:

M B O P R O G R A M S U M M A R Y B Y M A J O R C A T E G O R Y

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 33 HEALTH SERVICE SYSTEM

PROGRAM: 6295 MEDICAL CLAIMS

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP REVI
--	-------------------	---------------------	--------------------	--------------------	-----------------	----------------	-------------------	--------------

PROGRAM REVENUE SUMMARY:

GENERAL FUND UNALLOCATED	0	0	0	0	0	0	0	
--------------------------	---	---	---	---	---	---	---	--

PROGRAM EXPENDITURE SUMMARY:

LABOR COSTS	268,787	369,343	369,343	146,067	387,823	397,244	338,338	31
CONTRACTUAL SERVICES	253	25,280	25,280	15,084	30,100	26,797	30,100	4
OTHER CURRENT EXPENDITURES	170,153	5,750	5,750	2,544	4,340	6,386	4,340	1
EQUIPMENT/CAPITAL OUTLAY	0	0	0	0	927	927	927	
SERVICES OF OTHER DEPARTMENTS	197,187	150,583	150,583	12-	151,000	164,285	151,000	
RECOVERIES	636,380-	550,956-	550,956-	163,683-	574,190-	595,639-	524,705-	26
TOTAL BUDGETED	0	0	0	0	0	0	0	
TOTAL PROGRAM	0	0	0	0	0	0	0	

PROGRAM EMPLOYMENT SUMMARY:

AUTHORIZED POSITIONS:

INTEROBT WORK ORDER POSITIONS	16	21	21		21	22	18
TOTAL BUDGETED	16	21	21		21	22	18
TOTAL PROGRAM	16	21	21		21	22	18

MBO-BUDGET REPORT I03-C

RUN N8R: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 33 HEALTH SERVICE SYSTEM

* PROGRAM LEVEL *

DATE: 05/14/81

FISCAL YEAR 1981-82

TIME: 09:07

OEPT PAGE: S

M B O P E R F O R M A N C E B U D G E T

MSA : 9S GENERAL ADMINISTRATION & FINANCE GROUP
 DEPT : 33 HEALTH SERVICE SYSTEM
 PROGRAM: 629S MEDICAL CLAIMS

* -----*

--GDAL: PROCESSING THE MEDICAL CLAIMS OF 28,000
 MEMBERS AND DEPENDENTS; RESPONDING TO
 ALL OFFICE AND TELEPHONE INQUIRIES OF
 MEMBERS, DOCTORS AND HOSPITALS; HANDLING
 OF RELATED ACTIVITIES, I.E., COORDINA-
 TION OF BENEFITS, WORKMEN'S COMPENSATION
 CLAIMS, MEDI-CAL CLAIMS.

--OBJECTIVES: RWA TO MAINTAIN THE TIMELY PROCESSING OF
 110,000 CLAIMS PER YEAR BASED ON CURRENT
 MEMBERSHIP OF APPROXIMATELY 28,000
 INDIVIDUALS AND CURRENT STAFFING.

OBJ OATE SPAN: 81/01-81/12

RWB TO DECREASE THE NUMBER OF EDP TRANSAC-
 TIONS BY 5% BY CONTINUING TO PURSUE
 STRONG QUALITY CONTROL PROCEDURES AND
 EDUCATING THE MEMBERSHIP ON PROPER CLAIM
 SUBMISSION.

81/01-81/12

* TYPE T	M E A S U R E	1979-80 ACTUAL	1980-81 REVISED	1ST 6 MO ACTUAL	LOW REQUEST	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECDMM.
----------	---------------	-------------------	--------------------	--------------------	----------------	-----------------	----------------	--------------------

-EFFECTIVENESS:

RWA 30 M	MAINTAIN PROCESSING OF EXISTING CLAIMS	.	110,100.0	.	110,100.0	110,100.0	110,100.0	110,100.0
RWB 30 O	% DECREASE IN EDP TRANSACTIONS	.	.	.	5.0 %	5.0 %	5.0 %	5.0 %

FISCAL YEAR 1981-82

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

-DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDED--

[illegible]

DEPT: 33 HEALTH SERVICE SYSTEM

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 33 HEALTH SERVICE SYSTEM
 PROGRAM 6295 MEDICAL CLAIMS

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

CLASS.	TITLE	STZD. RATE	ACTUAL NO. POSNS.	REVISED	HIGH REQUEST NO. POSNS.	DEPARTMENTAL REQUESTS		MAYOR'S RECOMMENDED		
				BUOGET NO. POSNS.		SERVICE MAINT. LEVEL NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT	NO. POSNS.
FND GROUP/FUNO	08401 HEALTH SERVICE SYSTEM									
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE									
OBJECT	001 PERM SALARIES-MISC									
1402 G	JUNIOR CLERK 0374B0448		0	0	0	0	2	14,568	0	0
1402ES	JUNIOR CLERK 0374B0448		0	0	1	7,284	0	0	0	0
1404 A	CLERK..... 0448B0539		1	1	0	0	0	0	0	0
1404EA	CLERK 0448B0539		0	0	1	11,718	1	11,718	1	11,718
1426 A	SENIOR CLERK TYPIS 0510B0614		1	1	1	16,025	1	16,025	1	16,025
1446 A	SENIOR CLERK STENO 0560B0674		1	1	1	17,591	1	17,591	1	17,591
1474 A	CLAIMS PROCESS CLE 0524B0631		6	8	4	61,296	4	61,296	4	61,296
1474 S	CLAIMS PROCESS CLE 0524B0631		0	0	1-	13,662-	1-	13,662-	1-	13,662-
1474EA	CLAIMS PROCESS CLE 0524B0631		0	0	3	40,987	3	40,987	2	27,325
1474ES	CLAIMS PROCESS CLE 0524B0631		0	0	1	13,662	1	13,662	1	13,662
1476 A	SENIOR CLAIMS PROC 0589B0710		4	6	6	105,765	6	105,765	5	88,138
2236 A	MEDICAL ADVISOP, H 1484B1800		1	1	0	0	0	0	0	0
2236EA	MEDICAL ADVISOR HE 1484B1800		0	0	1	11,745	1	11,745	1	11,745
8168 A	MEDICAL CLAIMS ASS 0704B0850		1	1	0	0	0	0	0	0
8168EA	MEDICAL CLAIMS ASS 0704B0850		0	0	1	18,396	1	18,396	1	18,396
8170 A	MEDICAL CLAIMS SUP 0891B1078		1	2	1	24,428	1	24,428	1	24,428
8170EA	MEDICAL CLAIMS SUP 0891B1078		0	0	1	28,135	1	28,135	1	28,135
9999 A	SALARY SAVINGS 0000 0000		0	0	0	15,690-	0	16,815-	0	21,330-
T O T A L:	OBJECT 001		16*	21*	21*	327,680*	22*	333,839*	18*	283,458*
T O T A L:	PROJ/WK PHASE 00000		16*	21*	21*	327,680*	22*	333,839*	18*	283,458*
T O T A L:	FND GROUP/FUNO 08401		16*	21*	21*	327,680*	22*	333,839*	18*	283,458*
T O T A L:	PROGRAM 6295		16*	21*	21*	327,680*	22*	333,839*	18*	283,458*

3281

3281

BPREP REPORT 778

CITY & COUNTY OF SAN FRANCISCO

PAGE: 1

DEPT: 33 HEALTH SERVICE SYSTEM

EQUIPMENT DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 33 HEALTH SERVICE SYSTEM
 PROGRAM 6295 MEDICAL CLAIMS

***** FISCAL YEAR 1981-82 *****
 ----- DEPARTMENTAL REQUESTS ----- - MAYOR'S RECOMMENDED -

EQUIP NO.	DESCRIPTION	PRICE	HIGH REQUEST COUNT	REQUEST AMOUNT	SERVICE MAINT. LEVEL COUNT	LEVEL AMOUNT	COUNT	AMOUNT
FND GROUP/FUND 08401 HEALTH SERVICE SYSTEM								
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE								
OBJECT	220 EQUIPMENT PURCHASE							
33002Y EXECUTIVE CHAIR		\$90	7	650	7	650	7	650
33003Y STENO CHAIR		\$65	4	277	4	277	4	277
TOTAL: OBJECT	220		11*	927*	11*	927*	11*	927*
TOTAL: PROJ/WK PHASE	00000		11*	927*	11*	927*	11*	927*
TOTAL: FND GROUP/FUND	08401		11*	927*	11*	927*	11*	927*
TOTAL: PROGRAM	6295		11*	927*	11*	927*	11*	927*

Department: 33 HEALTH SERVICE SYSTEM

Program: 6295 MEDICAL CLAIMS

Object Object Title and Explanation of Change001 PERMANENT SALARIES

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$327,680	\$327,680	\$333,839	\$283,458

Low/High Level - No change in number of positions. No layoffs. One Junior Clerk position is substituted for nine months in place of a Claims Process Clerk position. This Junior Clerk position will be required if the CETA program is discontinued. The program provides us with two Junior Clerks for coding of medical claims prior to processing, filing and reproduction needs.

Mayor's Comments

Three positions have been deleted due to lack of general fund support.

010 OVERTIME

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$500	\$500	\$500	\$500

Low/High Level - This minimal amount is necessary for claims backlog caused by a heavy influx of claims and/or personnel on leave.

Mayor's Comments060 MANDATORY FRINGE BENEFITS

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$59,643	\$59,643	\$62,875	\$54,380

Low/High Level - Mandatory fringes for Retirement, Social Security, and Unemployment Insurance are system calculated. Health Service City Matching is based on 18 employees at \$581.40 per employee.

Mayor's Comments

Mandatory fringe benefits have been reduced due to elimination of 3 positions.

Object Object Title and Explanation of Change109 OTHER CONTRACTUAL SERVICES

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$30,100	\$30,100	\$30,100	\$30,100

Low/High Level - Provides for the continuing pickup, stuffing and mailing of approximately 1,925 Plan I statements and warrants generated each week.

Pickup, Cull and Stuff - \$100 per 1M 96,000 x \$.1325 ea = \$12,720

Postage 96,000 x \$.18 ea = 17,280

\$30,000

It also provides for emergency maintenance and repair of two 10-key adding machines in this division - \$100.

Mayor's Comments120 OTHER SERVICES

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$1,600	\$1,600	\$1,600	\$1,600

Low/High Level - Provides for annual service costs for ten 6-button telephones located in the Claims Division.

Mayor's Comments130 MATERIAL AND SUPPLIES

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$2,740	\$2,740	\$2,740	\$2,740

Low/High Level - Provides for purchase of miscellaneous office supplies for personnel, as well as cost of EDP claim statements and annual plan benefit booklet.

Mayor's Comments

Department: 33 HEALTH SERVICE SYSTEM

Program: 6295 MEDICAL CLAIMS

Object Object Title and Explanation of Change220 EQUIPMENT PURCHASE

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$927	\$927	\$927	\$927

Low/High Level - Purchase of seven (7) executive chairs and four (4) stenographic chairs to replace five chairs in various states of disrepair and six standing chairs being utilized by existing employees.

Cost estimate: \$90 x 7 = \$630.00
 60 x 4 = 240.00
 \$870.00
 6 1/2% tax 56.55
 \$926.55

Mayor's Comments340 CONTROLLER DATA PROCESSING

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$150,000	\$150,000	\$163,522	\$150,000

Low/High Level - This represents a reduction of \$13,522 in the Controller's EDP Budget Request to provide services to the Claims Division of the Health Service System for 1981-82. The Claims function includes maintaining all EDP programs related to the claim processing system. It also includes any requests to modify existing programs and the creation of new programs. Detailed accounting, historical and statistical data is processed, maintained and provided to the Health Service System Board, Health Service Administration and the Health Service Consulting Actuary.

Mayor's CommentsObject Object Title and Explanation of Change350 REPRODUCTION

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$1,000	\$1,000	\$1,000	\$1,000

Low/High Level - Services of Purchaser's Reproduction Division for printing of medical and hospital claim forms and data processing input forms.

Mayor's Comments

3287

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 33 HEALTH SERVICE SYSTEM

3287

* PROGRAM LEVEL *

DATE: 05/14/81

FISCAL YEAR 1981-82

TIME: 09:07

OERT PAGE: 8

MBO PROGRAM SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPT : 33 HEALTH SERVICE SYSTEM
 PROGRAM: 6372 ADMINISTRATION

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* - - - - -								
PROGRAM REVENUE SUMMARY:								
GENERAL FUND UNALLOCATED	0	0	0	0	0	0	0	0
TOTAL BUDGETED	0	0	0	0	0	0	0	0
NON-BUDGETED OPERATING	33,154	0	36,946	17,500	0	0	0	36,946-
TOTAL PROGRAM	33,154	0	36,946	17,500	0	0	0	36,946-

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* - - - - -								
PROGRAM EXPENDITURE SUMMARY:								
LABOR COSTS	109,334	140,652	140,652	61,740	140,128	140,128	140,128	524-
CONTRACTUAL SERVICES	0	240	240	93	600	254	600	360
OTHER CURRENT EXPENDITURES	69,924	2,720	2,720	1,468	6,028	2,769	6,028	3,308
EQUIPMENT/CAPITAL OUTLAY	0	0	0	0	273	273	273	273
SERVICES OF OTHER DEPARTMENTS	567	3,140	3,140	233	1,495	1,495	1,495	1,645-
RECOVERIES	179,825-	146,752-	146,752-	63,534-	148,524-	144,919-	148,524-	1,772-
TOTAL BUDGETED	0	0	0	0	0	0	0	0
NON-BUDGETED OPERATING	33,154	0	36,946	17,500	0	0	0	36,946-
TOTAL PROGRAM	33,154	0	36,946	17,500	0	0	0	36,946-

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* - - - - -								
PROGRAM EMPLOYMENT SUMMARY:								
AUTHORIZED POSITIONS:								
INTERDEPT WORK ORDER POSITIONS	4	4	4		4	4	4	0
TOTAL BUDGETED	4	4	4		4	4	4	0
TOTAL PROGRAM	4	4	4		4	4	4	0

3288

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13
DATE: 05/14/81
TIME: 09:07CITY AND COUNTY OF SAN FRANCISCO
FISCAL YEAR 1981-82

DEPT: 33 HEALTH SERVICE SYSTEM

DEPT PAGE:

* PROGRAM LEVEL *

M B O P E R F O R M A N C E B U D G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPT : 33 HEALTH SERVICE SYSTEM
PROGRAM: 6372 ADMINISTRATION

* --GOAL:

RESPONSIBILITY FOR THE DELIVERY OF A
COMPREHENSIVE MEDICAL INSURANCE PROGRAM
AT A MINIMUM COST FOR 70,000 INDIVIDUALS
ALONG WITH ALL PLANNING, ORGANIZING,
ACTUATING AND CONTROLLING RELATIVE TO
THE MANAGERIAL AND FISCAL FUNCTIONING
OF AN ACTIVE CITY DEPARTMENT.

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

DEPT: 33 HEALTH SERVICE SYSTEM

FISCAL YEAR 1981-82

M5A	95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT	33 HEALTH SERVICE SYSTEM
PROGRAM	6372 ADMINISTRATION

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

-DEPARTMENTAL REQUEST- --MAYOR'S RECOMMENDED---

[illegible]

BPREP REPORT 774

CITY & COUNTY OF SAN FRANCISCO

PAGE: 1

OEPT: 33 HEALTH SERVICE SYSTEM

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 33 HEALTH SERVICE SYSTEM
 PROGRAM 6372 ADMINISTRATION

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

CLASS.	TITLE	STZD. RATE	REVISD		DEPARTMENTAL REQUESTS		MAYOR'S RECOMMENDEO		
			ACTUAL BUDGET	HIGH REQUEST	SERVICE MAINT. LEVEL	NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT
FND GROUP/FUND	08401 HEALTH SERVICE SYSTEM								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
OBJECT	001 PERM SALARIES-MISC								
1108 A EXEC DIRECTOR, HEA	149181809	1	1	1	40,882	1	40,882	1	40,882
1408 A PRINCIPAL CLERK...	061180738	2	1	1	16,735	1	16,735	1	16,735
1446 R SR CLERK STENOGRAP	056080674	0	0	1	17,591	1	17,591	1	17,591
1528 A ADMINISTRATIVE SEC	068480826	0	1	0	0	0	0	0	0
1838 A ADMIN ASST TO EXEC	112581362	1	1	1	29,371	1	29,371	1	29,371
T O T A L: OBJECT	001	4*	4*	4*	104,579*	4*	104,579*	4*	104,579*
T O T A L: PROJ/WK PHASE	00000	4*	4*	4*	104,579*	4*	104,579*	4*	104,579*
T O T A L: FND GROUP/FUND	08401	4*	4*	4*	104,579*	4*	104,579*	4*	104,579*
T O T A L: PROGRAM	6372	4*	4*	4*	104,579*	4*	104,579*	4*	104,579*

3291

3291

BPREP REPORT 778

CITY & COUNTY OF SAN FRANCISCO

PAGE: 1

OEPT: 33 HEALTH SERVICE SYSTEM

EQUIPMENT DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 33 HEALTH SERVICE SYSTEM
 PROGRAM 6372 ADMINISTRATION

***** FISCAL YEAR 1981-82 *****

----- DEPARTMENTAL REQUESTS ----- - MAYOR'S RECOMMENDED -

EQUIP NO.	DESCRIPTION	PRICE	HIGH REQUEST		SERVICE MAINT. LEVEL			
			COUNT	AMOUNT	COUNT	AMOUNT	COUNT	AMOUNT

FNO GROUP/FUNO	08401 HEALTH SERVICE SYSTEM							
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE							
OBJECT	220 EQUIPMENT PURCHASE							
33001Y TIME STAMP		\$273	1	273	1	273	1	273
T O T A L: OBJECT	220		1*	273*	1*	273*	1*	273*
T O T A L: PROJ/WK PHASE	00000		1*	273*	1*	273*	1*	273*
T O T A L: FNO GROUP/FUNO	08401		1*	273*	1*	273*	1*	273*
T O T A L: PROGRAM	6372		1*	273*	1*	273*	1*	273*

3292

LINE - ITEM EXPLANATIONS

3292

Department: 33 HEALTH SERVICE SYSTEM

Program: 6372 ADMINISTRATION

Object Object Title and Explanation of Change001 PERMANENT SALARIES

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$104,579	\$104,579	\$104,579	\$104,579

Low/High Level - No change in number of positions. No Layoffs. A senior stenographer is reassigned to Administration from the Membership Division to replace the deleted position of Administrative Secretary.

Mayor's Comments060 MANDATORY FRINGE BENEFITS

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$35,549	\$35,549	\$35,549	\$35,549

Low/High Level - Provide for mandatory fringe for Retirement, Social Security, and Unemployment which are system calculated. Health Service City Matching is based on four (4) employees at \$581.40 per employee.

Mayor's Comments109 OTHER CONTRACTUAL SERVICES

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$600	\$600	\$600	\$600

Low/High Level - Provides for maintenance contracts on the following:

4	Electric Typewriters	\$120
9	Manual Typewriters	169
1	Calculator	73
1	Adding Machine	60
		<u>\$422</u>

Provides for emergency repair on the following:

2	Electric Time Stamps, Postal Machine, Duplicating Machine, and letter opener.	178
		<u>\$600</u>

Object Object Title and Explanation of Change109 OTHER CONTRACTUAL SERVICES (Continued)Mayor's Comments120 OTHER SERVICES

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$5,850	\$5,850	\$5,850	\$5,850

Low/High Level - Provide for annual service costs for four (4) 6-button telephones for administrative personnel - \$1,150.

Also provides for departmental postage requirements exclusive of Plan I statement and warrant mailing - \$4,500.

Also provides for rental of postage machine at \$50.00 per quarter - \$200.

Mayor's Comments130 MATERIAL AND SUPPLIES

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$178	\$178	\$178	\$178

Low/High Level - Provide for purchase of miscellaneous supplies for personnel in Administration.

Mayor's Comments

Department: 33 HEALTH SERVICE SYSTEMProgram: 6372 ADMINISTRATIONObject Object Title and Explanation of Change365 - CAO Risk Management

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$245	\$245	\$245	\$245

Low/High Level - Provides fidelity bond in the amount of \$10,000 for each member of the Health Service Board as per the requirement of Charter Section 3.680.

\$35 per annum x 7 members = \$245.

Mayor's Comments220 EQUIPMENT PURCHASE

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$273	\$273	\$273	\$273

Low/High Level - Provides for purchase of Timestamp Machine, Rapid-print AR-1. The department has two timestamp machines which are over 25 years old. Both have had numerous repairs. One was repaired in February for \$62. The other has not been repaired because of cost (\$125). It would be more efficient to purchase new machine. These machines take a tremendous amount of punishment from the voluminous amount of incoming mail.

Cost \$256.50

6 1/2% tax 16.67

\$273.17

Mayor's CommentsObject Object Title and Explanation of Change350 REPRODUCTION

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$250	\$250	\$250	\$250

Low/High Level - Provides for services of Purchaser's Reproduction Division for printing of letters and announcements of an administrative nature that are distributed to all employees.

Mayor's Comments370 WORKER'S COMPENSATION

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$1,000	\$1,000	\$1,000	\$1,000

Low/High Level - Provides accident compensation for active and retired employees of the Health Service System. This is based on Retirement System request.

Mayor's Comments

BPREP REPORT 740

CITY AND COUNTY OF SAN FRANCISCO
FISCAL YEAR 1981-82

DEPT: 44 RETIREMENT SYSTEM

RUN DATE: 05/13/81

DEPARTMENT REVENUE SUMMARY
8Y FUNO

DEPT: 44 RETIREMENT SYSTEM

SUB- OBJECT	REVENUE DESCRIPTION	1979-80 ACTUAL	***** 1980-81 *****			***** 1981-82 *****				
			ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S C RECOMMENDED		

GENERAL FUNO REVENUES CREDITED TO DEPT:										
6024	WKS COMP OEA BEN	531,906	0	0	0	0	0	0		
*	TOTAL GEN FUND REVENUE CREDITED TO DEPT	531,906	0	0	0	0	0	0		
*	GENERAL FUND UNALLOCATED	7,436,841	6,418,242	6,482,695	3,523,025	8,379,351	8,635,347	8,476,891		

SPECIAL FUND REVENUES BY FUND GROUP/FUND:

FG 08 INTRAGOVERNMENTAL SERVICE FUND GROUP
FUND 410 WORKERS COMPENSATION FUND

7082	SUBROGATION - 3RD PARTY	0	0	0	0	0	0	250,000
7099	OTH GEN GVT CHAR	2,957	0	491,582	491,582	0	0	0
7299	OTH PU 5A CHARGE	986,048	0	186,438	186,438	0	0	0
*TOTAL	SPEC FUND 410 CREDITED TO DEPT	989,005	0	680,020	680,020	0	0	250,000
**TOTAL	SPEC FUND GROUP 08 CREDITED TO DEPT	989,005	0	680,020	680,020	0	0	250,000
* TOTAL	ALL SPEC FG/FUNO REV CREDITED TO DEPT	989,005	0	680,020	680,020	0	0	250,000
** TOTAL	DEPT GEN FUND + SPECIAL FUND REVENUE	8,957,752	6,418,242	7,162,715	4,203,045	8,379,351	8,635,347	8,726,891

3295

3295

MBO-BUDGET REPORT 101-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 44 RETIREMENT SYSTEM

DATE: 05/14/81

FISCAL YEAR 1981-82

TIME: 09:07

DEPT PAGE:

DEPARTMENTAL SUMMARY BY PROGRAM

MSA: 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT: 44 RETIREMENT SYSTEM

ORGANIZATION/PROGRAM TITLES	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
----- PROGRAMS -----								
RETIREMENT SERVICES	1,203,348	1,196,348	1,219,270	478,761	1,263,877	1,318,549	1,263,912	44,642
WORKERS COMP	7,402,716	4,807,213	5,475,983	3,594,469	6,680,405	6,894,690	7,027,910	1,551,927
ADMINISTRATION	351,688	414,681	467,462	129,815	435,069	422,108	435,069	32,393
DEPARTMENT TOTALS:								
BUDGETED OPERATING EXPENDITURES	8,957,752	6,418,242	7,162,715	4,203,045	8,379,351	8,635,347	8,726,891	1,564,176
NON-BUDGETED OPERATING EXPENDITURES	424,318	340,140	565,868	182,023	0	0	0	565,868
TOTAL OPERATING EXPENDITURES	9,382,070	6,758,382	7,728,583	4,385,068	8,379,351	8,635,347	8,726,891	998,308

MBO-BUDGET REPORT 102-C

RUN NBP: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 44 RETIREMENT SYSTEM

DATE: 05/14/81

FISCAL YEAR 1981-82

* DEPARTMENT LEVEL *

TIME: 09:07

DEPT PAGE: 2

DEPARTMENTAL SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT : 44 RETIREMENT SYSTEM

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* DEPARTMENT REVENUE SUMMARY:								
GENERAL FUND REVENUES - CREDITED TO DEPT	531,906	0	0	0	0	0	0	0
GENERAL FUND UNALLOCATED	7,436,841	6,418,242	6,482,695	3,523,025	8,379,351	8,635,347	8,476,891	1,994,196
SPECIAL FUND REVENUES - CREDITED TO DEPT	989,005	0	680,020	680,020	0	0	250,000	430,020-
TOTAL BUDGETED	8,957,752	6,418,242	7,162,715	4,203,045	8,379,351	8,635,347	8,726,891	1,564,176
NON-BUDGETED OPERATING	424,318	340,140	565,868	182,023	0	0	0	565,868-
TOTAL DEPARTMENT	9,382,070	6,758,382	7,728,583	4,385,068	8,379,351	8,635,347	8,726,891	998,308
* DEPARTMENT EXPENDITURE SUMMARY:								
LABOR COSTS	1,660,927	1,749,060	1,811,932	833,387	1,716,250	1,937,035	1,813,840	1,908
CONTRACTUAL SERVICES	80,627	126,832	164,006	29,105	634,032	641,781	634,032	470,026
OTHER CURRENT EXPENDITURES	10,520,338	6,274,828	7,479,593	4,633,592	8,418,075	8,439,451	8,418,075	938,482
EQUIPMENT/CAPITAL OUTLAY	0	0	0	0	1,000	0	950	950
SERVICES OF OTHER DEPARTMENTS	6,345,079	4,713,420	4,793,289	2,131,357	6,816,034	6,833,722	6,816,034	2,022,745
RECOVERIES	9,649,219-	6,445,898-	7,086,105-	3,424,396-	9,206,040-	9,216,642-	8,956,040-	1,869,935-
TOTAL BUDGETED	8,957,752	6,418,242	7,162,715	4,203,045	8,379,351	8,635,347	8,726,891	1,564,176
NON-BUDGETED OPERATING	424,318	340,140	565,868	182,023	0	0	0	565,868-
TOTAL DEPARTMENT	9,382,070	6,758,382	7,728,583	4,385,068	8,379,351	8,635,347	8,726,891	998,308
* DEPARTMENT EMPLOYMENT SUMMARY:								
AUTHORIZED POSITIONS:								
PERMANENT POSITIONS	69	72	72		60	76	64	8-
INTERDEPT WORK ORDER POSITIONS	0	3	7		4	4	4	3-
TOTAL BUDGETED	69	75	79		64	80	68	11-
NON-BUDGETED	0	0	5		5	5	5	0
TOTAL DEPARTMENT	69	75	84		69	85	73	11-

3297

3297

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 44 RETIREMENT SYSTEM

DATE: 05/14/81

FISCAL YEAR 1981-82

DEPT PAGE:

* PROGRAM LEVEL *

TIME: 09:07

MBO PROGRAM SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPT : 44 RETIREMENT SYSTEM
 PROGRAM: 6270 RETIREMENT SERVICES

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* - - - - - PROGRAM REVENUE SUMMARY: - - - - -								
GENERAL FUND UNALLOCATED	1,203,348	1,196,348	1,219,270	478,761	1,263,877	1,318,549	1,263,912	44,642
TOTAL BUDGETED	1,203,348	1,196,348	1,219,270	478,761	1,263,877	1,318,549	1,263,912	44,642
NON-BUDGETED OPERATING	34,238	0	47,898	13,900	0	0	0	47,898
TOTAL PROGRAM	1,237,586	1,196,348	1,267,168	492,661	1,263,877	1,318,549	1,263,912	3,256

* - - - - - PROGRAM EXPENDITURE SUMMARY: - - - - -								
LABOR COSTS	913,984	916,262	941,314	433,348	964,935	1,003,585	965,020	23,706
CONTRACTUAL SERVICES	3,820	9,480	9,480	8,732	5,092	10,048	5,092	4,388
OTHER CURRENT EXPENDITURES	91,856	92,937	90,807	36,681	91,442	99,951	91,442	635
EQUIPMENT/CAPITAL OUTLAY	0	0	0	0	1,000	0	950	950
SERVICES OF OTHER DEPARTMENTS	193,688	177,669	177,669	0	201,408	204,965	201,408	23,739
TOTAL BUDGETED	1,203,348	1,196,348	1,219,270	478,761	1,263,877	1,318,549	1,263,912	44,642
NON-BUDGETED OPERATING	34,238	0	47,898	13,900	0	0	0	47,898
TOTAL PROGRAM	1,237,586	1,196,348	1,267,168	492,661	1,263,877	1,318,549	1,263,912	3,256

* - - - - - PROGRAM EMPLOYMENT SUMMARY: - - - - -								
AUTHORIZED POSITIONS:								
PERMANENT POSITIONS	45	46	46		41	50	41	
TOTAL BUDGETED	45	46	46		41	50	41	
TOTAL PROGRAM	45	46	46		41	50	41	

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 44 RETIREMENT SYSTEM

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

DEPT PAGE: 3

M B O P E R F O R M A N C E B U D G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPT : 44 RETIREMENT SYSTEM
PROGRAM: 6270 RETIREMENT SERVICES

*
--GOAL:

TO IMPLEMENT THE PROVISIONS OF THE
RETIREMENT LAW AND MAKE TIMELY PAYMENT
OF BENEFITS TO MEMBERS. TO MAINTAIN ALL
ACCOUNTING RECORDS WHICH MAKE POSSIBLE
THE FULL DISCLOSURE AND FAIR PRESENTA-
TION OF FINANCIAL POSITION AND OPERATING
RESULTS IN ACCORDANCE WITH GENERALLY
ACCEPTED PRINCIPLES OF ACCOUNTING
APPLICABLE TO GOVERNMENTAL UNITS AND
TRUST FUNDS.

--OBJECTIVES: NSA TO CALCULATE AND BEGIN PAYMENT OF RE-
TIREMENT BENEFITS WITHIN 3 MONTHS AFTER
THE FIRST OF THE MONTH FOLLOWING THE
DATE OF RETIREMENT. EXCEPTIONS NOT TO
EXCEED 10%.

OBJ DATE SPAN: 81/01-81/12

NSB TO PROVIDE THE EMPLOYEE MEMBERSHIP WITH
AN ANNUAL STATEMENT OF THEIR ACCOUNT
WITHIN 6 MONTHS OF THE CLOSE OF THE
FISCAL YEAR.

81/01-81/12

NSC TO ASSURE THAT ALL POLICEMEN AND FIRE-
MEN WILL HAVE MADE THEIR INFORMED DE-
CISION AS TO PENSION PLAN (PROP F) BY
12-31-81.

81/01-81/12

NSD TO PRODUCE ALL TRANSACTION REGISTERS
CURRENT TO WITHIN 4 MONTHS ON THE
AVERAGE.

81/01-81/12

NSE TO PROVIDE INFORMATION TO MEMBERS AT
THE RECEPTION CENTER IN A MANNER SUCH
THAT WAITING TIME IS NO MORE THAN 15
MINUTES IN 90% OF THE INTERVIEWS.

81/01-81/12

NSF TO PAY REFUNDS OF MEMBERS CONTRIBUTIONS
WITHIN 6 WEEKS OF TERMINATION AND RE-
QUEST FOR REFUND.

81/01-81/12

NSG TO REDUCE TO 5 MONTHS THE TIME REQUIRED
TO COMPLETE A FINANCIAL STATEMENT AND
ACCOUNTANTS' REPORT OF THE RETIREMENT
FUNDS.

81/01-81/12

3239

3239

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO
FISCAL YEAR 1981-82

DEPT: 44 RETIREMENT SYSTEM

DATE: 05/14/81

DEPT PAGE:

TIME: 09:07

* PROGRAM LEVEL *

M B O P E R F O R M A N C E B U D G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPT : 44 RETIREMENT SYSTEM
PROGRAM: 6270 RETIREMENT SERVICES

* TYPE T	MEASURE	1979-80 ACTUAL	1980-81 REVISED	1ST 6 MO ACTUAL	LOW REQUEST	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM.
OBJ/MEAS O								
* -								
-WORKLOAD:								
NSB IO - # OF MEMBERS		21,000	21,000	.	20,500	20,500	20,500	20,500
-EFFECTIVENESS:								
NSA 30 I % RETIRE BENEFITS PD W/IN 90 DAYS		90.0 %	90.0 %	.	85.0 %	90.0 %	90.0 %	90.0
NSB 30 O TIME REQ TO PROVIDE ANNUAL STATEMENTS		9	6	.	9	7	6	7
NSC 30 O # MONTHS TO COMPLETE ALL DECISIONS		.	.	.	6	6	6	6
NSD 30 O AVG TIME TO COMPLETE REGISTER		12	6	.	5	4	4	4
NSE 30 I % PROCESSED W/IN 15 MINUTES		90.0 %	90.0 %	.	70.0 %	80.0 %	90.0 %	80.0
NSF 30 I % PROCESSED W/IN 6 WEEKS		100.0 %	100.0 %	.	85.0 %	90.0 %	100.0 %	90.0
NSG 30 O PROC TIME REQ FOR FINANCIAL STATEMENT		20	8	.	7	5	5	5

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

DEPT: 44 RETIREMENT SYSTEM

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 44 RETIREMENT SYSTEM
PROGRAM 6270 RETIREMENT SERVICES

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

-DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDED--

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND	01001 GENERAL FUND								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
001	PERM SALARIES-MISC	591,781	689,213	687,913	341,156	744,630	758,163	744,630	56,717
010	OVERTIME	351	400	400	363	400	424	400	0
016	IN LIEU SICK LEAVE	1,363	0	6,565	0	0	0	0	6,565-
017	RETROACTIVE PERSONAL SERVICE	46,047	0	537	0	0	0	0	537-
020	TEMPORARY SALARIES	92,416	33,036	66,036	17,923	61,809	81,954	61,809	4,227-
060	MANDATORY FRINGE BENEFITS	182,026	193,613	179,863	73,906	158,096	163,044	158,181	21,682-
T O T A L: CATEGORY	01	913,984*	916,262*	941,314*	433,348*	964,935*	1,003,585*	965,020*	23,706*
CATEGORY	10 CONTRACTUAL SERVICES								
109	OTHER CONTRACTUAL SERVICES	3,820	9,480	9,480	8,732	5,092	10,048	5,092	4,358-
T O T A L: CATEGORY	10	3,820*	9,480*	9,480*	8,732*	5,092*	10,048*	5,092*	4,358-
CATEGORY	12 OTHER CURRENT EXPENDITURES								
111	USE OF EMPL CARS	801	660	660	538	660	693	660	0
120	OTHER SERVICES	30,187	28,473	26,343	7,063	24,571	32,173	24,571	1,772-
130	MATERIALS AND SUPPLIES	8,826	9,160	9,160	1,759	8,835	9,709	8,835	325-
146	RENTAL OF PROPERTY	52,042	54,644	54,644	27,321	57,376	57,376	57,376	2,732
T O T A L: CATEGORY	12	91,856*	92,937*	90,807*	36,681*	91,442*	99,951*	91,442*	635*
CATEGORY	24 EQUIPMENT/CAPITAL PURCHASES								
220	EQUIPMENT PURCHASE	0	0	0	0	1,000	0	950	950
T O T A L: CATEGORY	24	0*	0*	0*	0*	1,000*	0*	950*	950*
CATEGORY	30 SERVICES OF OTHER DEPTS								
303	REAL ESTATE	0	0	0	0	120	0	120	120
340	CONTROLLER-OATA PROCESSING	192,688	176,869	176,869	0	201,072	204,117	201,072	24,203
350	REPRODUCTION	1,000	800	800	0	216	848	216	584-
T O T A L: CATEGORY	30	193,688*	177,669*	177,669*	0*	201,408*	204,965*	201,408*	23,739*
T O T A L: PROJ/WK PHASE	00000	1,203,348*	1,196,348*	1,219,270*	478,761*	1,263,877*	1,318,549*	1,263,912*	44,642*
T O T A L: FND GROUP/FUND	01001	1,203,348*	1,196,348*	1,219,270*	478,761*	1,263,877*	1,318,549*	1,263,912*	44,642*
T O T A L: PROGRAM	6270	1,203,348*	1,196,348*	1,219,270*	478,761*	1,263,877*	1,318,549*	1,263,912*	44,642*

3301

3301

BPREP REPORT 774

CITY & COUNTY OF SAN FRANCISCO

PAGE: 1

DEPT: 44 RETIREMENT SYSTEM

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 44 RETIREMENT SYSTEM
 PROGRAM 6270 RETIREMENT SERVICES

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

CLASS.	TITLE	STZO.	RATE	NO. POSNS.	ACTUAL	REVISED	HIGH REQUEST	SERVICE MAINT.	LEVEL	NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT
					NO. POSNS.	NO. POSNS.	NO. POSNS.	NO. POSNS.	NO. POSNS.				
FND GROUP/FUND 01001 GENERAL FUND													
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE													
OBJECT 001 PERM SALARIES-MISC													
A211 A	RETIREMENT SPECIAL	0578B0697		2	2	0	0	2	30,172		0	0	0
A212 A	ASSISTANT RETIREME	0622B0752		2	4	8	131,395	4	64,938		8	131,395	
A212 S	ASSISTANT RETIREME	0622B0752		0	0	8-	131,395-	4-	64,938-		8-	131,395-	
A213 A	RETIREMENT ANALYST	0752B0908		2	4	4	78,508	4	78,508		4	78,508	
A213 S	RETIREMENT ANALYST	0752B0908		0	0	4-	78,508-	4-	78,508-		4-	78,508-	
A417 S	MANAGER RETIREMENT	000000000		0	0	1	45,831	0	0		1	45,831	
A418 S	ASSISTANT MANAGER	000000000		0	0	1	41,055	0	0		1	41,055	
1114 A	ADMINISTRATOR, RET	1279B1550		1	1	1	34,245	1	34,245		1	34,245	
1114 S	ADMINISTRATOR RETI	1279B1550		0	0	1-	34,245-	0	0		1-	34,245-	
1202 A	PERSONNEL CLERK...	0496B0596		4	1	1	15,555	1	15,279		1	15,555	
1404 A	CLERK.....	0448B0539		3	3	3	42,123	3	41,533		3	42,123	
1408 A	PRINCIPAL CLERK...	0611B0738		1	2	2	38,523	2	38,523		2	38,523	
1424 A	CLERK TYPIST.....	0465B0560		2	2	2	29,231	2	29,230		2	29,231	
1426 A	SENIOR CLERK TYPIST	0510B0614		1	1	1	16,025	1	16,025		1	16,025	
1426 S	SR CLERK TYPIST	0510B0614		0	0	1-	16,025-	0	0		1-	16,025-	
1446 A	SENIOR CLERK STENO	0560B0674		0	0	1	17,371	0	0		1	17,371	
1602 A	CALCULATING MACHIN	0480B0578		2	2	1	15,086	2	28,961		1	15,086	
1630 A	ACCOUNT CLERK.....	0480B0578		6	6	0	0	0	0		0	0	
1630EA	ACCOUNT CLERK	0480B0578		0	0	3	45,258	6	83,242		3	45,258	
1632 A	SENIOR ACCOUNT CLE	0552B0664		6	6	6	101,062	6	103,981		6	101,062	
1634 A	PRINCIPAL ACCOUNT	0625B0755		3	3	1	19,705	3	59,114		1	19,705	
1650 A	ACCOUNTANT.....	0605B0731		2	1	1	15,832	1	15,830		1	15,832	
1652 A	SENIOR ACCOUNTANT	0731B0882		1	1	0	0	0	0		0	0	
1652EA	SENIOR ACCOUNTANT	0731B0882		0	0	1	22,623	1	21,571		1	22,623	
1654 A	PRINCIPAL ACCOUNTA	0882B1067		2	2	2	55,697	2	54,480		2	55,697	
1656 A	HEAD ACCOUNTANT...	1067B1291		1	1	1	33,694	1	30,628		1	33,694	
1750 A	MICROPHOTO TECHNIC	0471B0567		1	1	1	14,465	1	13,817		1	14,465	
1812ES	ASSISTANT RETIREME	0691B0834		0	0	8	144,280	8	72,140		8	144,280	
1813ES	RETIREMENT ANALYST	0834B1008		0	0	4	87,069	4	87,069		4	87,069	
1814 A	ASSISTANT ACTUARY	1093B1323		1	1	1	28,516	1	28,516		1	28,516	
1814 S	ASSISTANT ACTUARY	1093B1323		0	0	1-	28,516-	0	0		1-	28,516-	
1829 A	OPERATIONS ANALYST	0769B0929		1	1	0	0	0	0		0	0	
1829EA	OPERATION ANALYST	0769B0929		0	0	1	24,247	1	22,131		1	24,247	
1842 A	MANAGEMENT ASSISTA	0762B0920		1	1	0	0	1	23,437		0	0	
9999 A	SALARY SAVINGS	0000 0000		0	0	0	64,077-	0	91,761-		0	64,077-	
T O T A L: OBJECT 001 45* 46* 41* 744,630* 50* 758,163* 41* 744,630*													

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 44 RETIREMENT SYSTEM
 PROGRAM 6270 RETIREMENT SERVICES

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

REVISED ----- DEPARTMENTAL REQUESTS ----- MAYOR'S RECOMMENDED -

CLASS.	TITLE	STZD. RATE	ACTUAL NO. POSNS.	BUDGET NO. POSNS.	HIGH REQUEST NO. POSNS.	AMOUNT	SERVICE MAINT. LEVEL NO. POSNS.	AMOUNT	MAYOR'S RECOMMENDED NO. POSNS.	AMOUNT
--------	-------	------------	----------------------	----------------------	----------------------------	--------	------------------------------------	--------	-----------------------------------	--------

FND GROUP/FUND 01001 GENERAL FUND
 PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE

OBJECT 020 TEMPORARY SALARIES

1204 A SENIOR PERSONNEL C	053180641		0	0	0	0	0	17,989	0	0
1474 A CLAIMS PROCESS CLE	052480631		0	0	0	15,276	0	0	0	15,276
1602 A CALCULATING MACHIN	048080578		0	0	0	13,992	0	0	0	13,992
1632 A SENIOR ACCOUNT CLE	055280664		0	0	0	16,225	0	0	0	16,225
1752 A SENIOR MICROPHOTO	055480668		0	0	0	16,316	0	0	0	16,316
1810 A ACTUARIAL CLERK...	051480620		0	0	0	0	0	17,977	0	0
8202EN SECURITY GUARD	046780562		0	0	0	0	0	9,152	0	0

T O T A L: OBJECT	020		0*	0*	0*	61,809*	0*	81,954*	0*	61,809*
T O T A L: PROJ/WK PHASE	00000		45*	46*	41*	806,439*	50*	840,117*	41*	806,439*
T O T A L: FND GROUP/FUND	01001		45*	46*	41*	806,439*	50*	840,117*	41*	806,439*
T O T A L: PROGRAM	6270		45*	46*	41*	806,439*	50*	840,117*	41*	806,439*

3303

3303

8PREP REPORT 778

CITY & COUNTY OF SAN FRANCISCO

PAGE: 1

DEPT: 44 RETIREMENT SYSTEM

EQUIPMENT DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 44 RETIREMENT SYSTEM
 PROGRAM 6270 RETIREMENT SERVICES

***** FISCAL YEAR 1981-82 *****

----- DEPARTMENTAL REQUESTS ----- - MAYOR'S RECOMMENDED -

EQUIP NO.	DESCRIPTION	PRICE	HIGH REQUEST		SERVICE MAINT. LEVEL		COUNT	
			COUNT	AMOUNT	COUNT	AMOUNT	COUNT	AMOUNT
FND GROUP/FUND	01001 GENERAL FUND							
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE							
08JECT	220 EQUIPMENT PURCHASE							
44001Y	ELECTRIC TYPEWRITER	\$800	1	800	0	0	1	800
44002Y	ELECTRIC CALCULATOR	\$200	1	200	0	0	1	150
TOTAL:	08JECT 220		2*	1,000*	0*	0*	2*	950*
TOTAL:	PROJ/WK PHASE 00000		2*	1,000*	0*	0*	2*	950*
TOTAL:	FND GROUP/FUND 01001		2*	1,000*	0*	0*	2*	950*
TOTAL:	PROGRAM 6270		2*	1,000*	0*	0*	2*	950*

Department: EMPLOYEES' RETIREMENT SYSTEMProgram: 6276-Retirement Services & AccountsObject Object Title and Explanation of Change001 Permanent Salaries - Regular, Miscellaneous

<u>Maintenance</u>	<u>High</u>	<u>Low</u>	<u>Mayor's Rec.</u>
758,163	744,630	744,630	744,630

Funding at the High Request level will result in the elimination of three permanently budgeted City positions; two of these positions are included in Line Item explanation for Fund 6271, Fund 01001, Index 380543, Obj. 001. Savings from the third position to be eliminated at the High Request level have been slightly reduced by the reclassification of other positions within this program. This reclassification, generally, reflects the elimination of accounting functions from the Workers' Compensation Program and their absorption by the Retirement Services and Accounting Program. Other changes in classification involve:

a. The reduction of a three-level professional retirement analyst series to a two-level system. The three-tiered system was originally included in the 1980-81 budget. Following a series of meetings with Civil Service job analysts, it was the consensus that the three-tiers could be reduced to two, and the proposed entry class was eliminated. Consequently we are deleting two A-211 Retirement Specialists and substituting two 1812 Assistant Retirement Analysts therefore.

b. The final phases of a reorganization process which began in 1978 with the elimination of the Actuarial Division are now being implemented. The Administrator of Retirement Services, Class 1114 is to be delegated total responsibility for the management of Retirement Services; and a proposed new class, A-417, Manager, Retirement Services has been substituted therefore. A proposed new class of A-418, Assistant Manager, Retirement Services, has been substituted for Class 1814, Assistant Actuary. These two positions in tandem will direct all functions previously performed by two separate and distinct divisions within the department with a combined higher staffing level.

020 Temporary Salaries

<u>Maintenance</u>	<u>High</u>	<u>Low</u>	<u>Mayor's Rec.</u>
81,954	61,809	61,809	61,809

Object Object Title and Explanation of Change

The increase in Temporary salaries is required for the higher fluctuating workload that can be expected for the implementation of Proposition F as well as for the retroactive adjustments in retirement allowances which stem from retroactive pay increases.

109 Other Contractual Services

Funds in this object account are to be used for office machine rental, employee training and EDP consultant services.

111 Use of Employees' Cars

<u>Maintenance</u>	<u>High</u>	<u>Low</u>	<u>Mayor's Rec.</u>
693	660	660	600

This department does not possess a City automobile for use in its daily operations. Vehicular transportation is required on a daily basis for serving of subpoenas, transportation to Workers' Compensation, Court and Arbitration hearings, supply procurement, transportation of official records to and from City record storage facilities, etc.

MBO-BUDGET REPORT 103-C

 RUN NBR: 80/13/13
 DATE: 05/14/81
 TIME: 09:07

 CITY AND COUNTY OF SAN FRANCISCO
 FISCAL YEAR 1981-82

DEPT: 44 RETIREMENT SYSTEM

DEPT PAGE:

* PROGRAM LEVEL *

MBO PROGRAM SUMMARY BY MAJOR CATEGORY

 MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPT : 44 RETIREMENT SYSTEM
 PROGRAM: 6271 WORKERS COMP

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* PROGRAM REVENUE SUMMARY:								
GENERAL FUND REVENUES - CREDITED TO DEPT	531,906	0	0	0	0	0	0	0
GENERAL FUND UNALLOCATED	5,881,805	4,807,213	4,795,963	2,914,449	6,680,405	6,894,690	6,777,910	1,981,947
SPECIAL FUND REVENUES - CREDITED TO DEPT	989,005	0	680,020	680,020	0	0	250,000	430,020
TOTAL BUDGETED	7,402,716	4,807,213	5,475,983	3,594,469	6,680,405	6,894,690	7,027,910	1,551,927
NON-BUDGETED OPERATING	34,238	0	21,771	13,112	0	0	0	21,771
TOTAL PROGRAM	7,436,954	4,807,213	5,497,754	3,607,581	6,680,405	6,894,690	7,027,910	1,530,156

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* PROGRAM EXPENDITURE SUMMARY:								
LABOR COSTS	534,941	610,899	648,719	277,055	471,085	686,928	568,590	80,129
CONTRACTUAL SERVICES	56,807	62,092	66,485	20,373	576,894	573,157	576,894	510,409
OTHER CURRENT EXPENDITURES	10,409,718	6,163,155	7,370,050	4,590,080	8,307,408	8,319,520	8,307,408	937,358
SERVICES OF OTHER DEPARTMENTS	6,050,469	4,416,965	4,476,834	2,131,357	6,531,058	6,531,727	6,531,058	2,054,229
RECOVERIES	9,649,219	6,445,898	7,086,105	3,424,396	9,206,040	9,216,642	8,956,040	1,869,435
TOTAL BUDGETED	7,402,716	4,807,213	5,475,983	3,594,469	6,680,405	6,894,690	7,027,910	1,551,927
NON-BUDGETED OPERATING	34,238	0	21,771	13,112	0	0	0	21,771
TOTAL PROGRAM	7,436,954	4,807,213	5,497,754	3,607,581	6,680,405	6,894,690	7,027,910	1,530,156

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* PROGRAM EMPLOYMENT SUMMARY:								
AUTHORIZED POSITIONS:								
PERMANENT POSITIONS	17	19	19		12	19	16	
INTERDEPT WORK ORDER POSITIONS	0	3	7		4	4	4	
TOTAL BUDGETED	17	22	26		16	23	20	
TOTAL PROGRAM	17	22	26		16	23	20	

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

OEPT: 44 RETIREMENT SYSTEM

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

OEPT PAGE: 6

M B O P E R F O R M A N C E B U O G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

OEPT : 44 RETIREMENT SYSTEM

PROGRAM: 6271 WORKERS COMP

*
--GOAL:

TO IMPLEMENT THE STATE MANDATES ON
WORKER'S COMPENSATION BY PROVIDING
ADEQUATE MEDICAL CARE AND TIMELY PAY-
MENT OF BENEFITS AT THE LOWEST POSSIBLE
COST TO THE CITY.

--OBJECTIVES: NTA TO PAY MEDICAL SERVICE INVOICES WITHIN
45 DAYS OF RECEIPT.

OBJ DATE SPAN: 81/01-81/12

NTB TO EFFECT PAYMENT OF ADVANCE TEMPORARY
DISABILITY BENEFITS WITHIN 14 DAYS
FOLLOWING DATE OF ELIGIBILITY.

81/01-81/12

NTC TO INSURE INITIAL PAYMENT OF ALL DIS-
ABILITY AWARDS WITHIN 6 DAYS FOLLOWING
RECEIPT OF AWARD NOTIFICATION.

81/01-81/12

NTD TO CONDUCT BI-MONTHLY SUPERVISORIAL RE-
VIEW OF 100% OF ALL CASES IN WHICH
TEMPORARY DISABILITY EXCEEDS 12 WEEKS.

81/01-81/12

NTE TO RESPOND TO APPLICATIONS FOR ADJUCA-
TIONS WITHIN 10 DAYS FOLLOWING RECEIPT.

81/01-81/12

* TYPE T	MEASURE	1979-80 ACTUAL	1980-81 REVISED	1ST 6 MO ACTUAL	LOW REQUEST	HIGH REQUEST	MAINT LEVEL	MAYOR RECOMM
OBJ/MEAS O								

-EFFECTIVENESS:

NTA 30 D AVG TIME-PROCESS MEDICAL SVC INVOICES
NTB 30 I % PROCESSED W/IN 14 DAYS
NTC 30 I % AWARDS PAID W/IN 6 DAYS
NTD 30 I % CASES REVIEWED
NTE 30 I APPLICATIONS RESPONDED TO W/IN 10 DAYS

60.0	45.0	.	365.0	180.0	45.0	60
100.0 %	100.0 %	.	10.0 %	100.0 %	100.0 %	100
100.0 %	100.0 %	.	2.0 %	70.0 %	100.0 %	95
50.0 %	100.0 %	.	5.0 %	50.0 %	100.0 %	100
100.0 %	100.0 %	.	5.0 %	70.0 %	100.0 %	85

DEPT: 44 RETIREMENT SYSTEM

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA
DEPARTMENT
PROGRAM
9S GENERAL ADMINISTRATION & FINANCE GROUP
44 RETIREMENT SYSTEM
6271 WORKERS COMPF/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****
--DEPARTMENTAL REQUESTS-- --MAYOR'S RECOMMENDED--
VS. REVISED

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	BUDGET
FND GROUP/FUND	01001 GENERAL FUND								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
001 PERM SALARIES-MISC		333,549	408,977	408,977	189,531	276,230	447,499	354,585	54,392-
017 RETROACTIVE PERSONAL SERVICE		25,953	0	0	0	0	0	0	0
060 MANDATORY FRINGE BENEFITS		99,287	109,236	97,986	41,058	76,140	120,714	95,290	2,696-
T O T A L: CATEGORY	01	458,789*	518,213*	506,963*	230,589*	352,370*	568,213*	449,875*	57,088-
CATEGORY	10 CONTRACTUAL SERVICES								
109 OTHER CONTRACTUAL SERVICES		0	1,092	1,092	0	4,894	1,157	4,894	3,802
T O T A L: CATEGORY	10	0*	1,092*	1,092*	0*	4,894*	1,157*	4,894*	3,802*
CATEGORY	12 OTHER CURRENT EXPENDITURES								
120 OTHER SERVICES		5,306	4,564	4,564	0	4,027	5,157	4,027	537-
130 MATERIALS AND SUPPLIES		3,861	3,990	3,990	0	3,849	4,229	3,849	141-
T O T A L: CATEGORY	12	9,167*	8,554*	8,554*	0*	7,876*	9,386*	7,876*	678-
CATEGORY	30 SERVICES OF OTHER DEPTS								
340 CONTROLLER-DATA PROCESSING		11,380	14,613	14,613	0	14,394	14,613	14,394	219-
350 REPRODUCTION		370	570	570	0	154	604	154	416-
370 WORKERS COMP		5,934,005	4,264,171	4,264,171	2,131,357	6,300,717	6,300,717	6,300,717	2,036,546
T O T A L: CATEGORY	30	5,945,755*	4,279,354*	4,279,354*	2,131,357*	6,315,265*	6,315,934*	6,315,265*	2,035,911*
T O T A L: PROJ/WK PHASE	00000	6,413,711*	4,807,213*	4,795,963*	2,361,946*	6,680,405*	6,894,690*	6,777,910*	1,981,947*
T O T A L: FND GROUP/FUND	01001	6,413,711*	4,807,213*	4,795,963*	2,361,946*	6,680,405*	6,894,690*	6,777,910*	1,981,947*

FND GROUP/FUND 08410 WORKERS COMPENSATION FUND
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	BUDGET
CATEGORY	01 PERSONAL SERVICES								
001 PERM SALARIES-MISC		0	0	12,231	0	0	0	0	12,231-
010 OVERTIME		0	0	1,395	610	0	0	0	1,395-
020 TEMPORARY SALARIES		66,743	73,810	109,766	36,485	95,582	98,582	98,582	11,184-
060 MANDATORY FRINGE BENEFITS		9,409	18,876	18,364	9,371	20,133	20,133	20,133	1,769
T O T A L: CATEGORY	01	76,152*	92,686*	141,756*	46,466*	118,715*	118,715*	118,715*	23,041-

OEPT: 44 RETIREMENT SYSTEM

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 44 RETIREMENT SYSTEM
PROGRAM 6271 WORKERS COMP

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDATION--

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FNO GROUP/FUNO	08410 WORKERS COMPENSATION FUNO								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	10 CONTRACTUAL SERVICES								
	109 OTHER CONTRACTUAL SERVICES	56,807	61,000	65,393	20,373	572,000	572,000	572,000	506,607
T O T A L: CATEGORY	10	56,807*	61,000*	65,393*	20,373*	572,000*	572,000*	572,000*	506,607*
CATEGORY	12 OTHER CURRENT EXPENDITURES								
	111 USE OF EMPL CARS	1,818	2,000	2,182	926	2,000	2,000	2,000	182-
	120 OTHER SERVICES	11,178	10,000	10,322	4,604	22,000	22,000	22,000	11,678
	130 MATERIALS AND SUPPLIES	5,324	2,000	3,513	1,930	4,000	4,000	4,000	487
	140 FIXED CHARGES	9,826,034	6,140,601	7,345,479	4,582,620	8,271,532	8,282,134	8,271,532	926,053
	204 PRIOR YEAR W/O LOAD	556,197	0	0	0	0	0	0	0
T O T A L: CATEGORY	12	10,400,551*	6,154,601*	7,361,496*	4,590,080*	8,299,532*	8,310,134*	8,299,532*	938,036*
CATEGORY	30 SERVICES OF OTHER DEPTS								
	302 CITY ATTORNEY	104,714	137,611	147,480	0	195,414	195,414	195,414	47,934
	340 CONTROLLER-DATA PROCESSING	0	0	0	0	20,379	20,379	20,379	20,379
	370 WORKERS COMP	0	0	50,000	0	0	0	0	50,000-
T O T A L: CATEGORY	30	104,714*	137,611*	197,480*	0*	215,793*	215,793*	215,793*	18,313*
CATEGORY	39 INTERDEPARTMENTAL RECOVERY								
	390 INTERDEPARTMENTAL RECOVERY	9,649,219-	6,445,898-	7,086,105-	3,424,396-	9,206,040-	9,216,642-	8,956,040-	1,869,935-
T O T A L: CATEGORY	39	9,649,219-	6,445,898-	7,086,105-	3,424,396-	9,206,040-	9,216,642-	8,956,040-	1,869,935-
T O T A L: PROJ/WK PHASE	00000	989,005*	0*	680,020*	1,232,523*	0*	0*	250,000*	430,020-
T O T A L: FNO GROUP/FUNO	08410	989,005*	0*	680,020*	1,232,523*	0*	0*	250,000*	430,020-
T O T A L: PROGRAM	6271	7,402,716*	4,807,213*	5,475,983*	3,594,469*	6,680,405*	6,894,690*	7,027,910*	1,551,927*

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 44 RETIREMENT SYSTEM
PROGRAM 6271 WORKERS COMPF/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****
REVISIO DEPARTMENTAL REQUESTS - MAYOR'S RECOMMENDATION -

CLASS.	TITLE	STZD. RATE	NO. POSNS.	ACTUAL NO. POSNS.	REVISED BUDGET NO. POSNS.	HIGH REQUEST NO. POSNS.	SERVICE MAINT. LEVEL AMOUNT	NO. POSNS.	AMOUNT	
FND GROUP/FUND 01001 GENERAL FUND										
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE										
OBJECT	001 PERM SALARIES-MISC									
1202 A	PERSONNEL CLERK... 0496B0596		0	1	0	0	1	14,182	1	14,182
1440 A	MEDICAL TRANSCRIBE 0539B0650		1	1	0	0	1	16,964	0	0
1474 A	CLAIMS PROCESS CLE 052480631		1	1	0	0	1	15,608	1	15,608
1476 A	SENIOR CLAIMS PROC 058980710		4	4	3	51,934	4	72,565	3	51,934
1602 A	CALCULATING MACHIN 0480B0578		0	0	1	14,547	0	0	1	14,547
1630 A	ACCOUNT CLERK..... 0480B0578		0	0	1	14,851	0	0	1	14,851
1842 A	MANAGEMENT ASSISTA 0762B0920		0	0	1	24,011	0	0	1	24,011
1842 S	MANAGEMENT ASSISTA 076280920		0	0	1-	24,011-	0	0	1-	24,011-
1844 S	SR. MANAGEMENT ASS 0899B1088		0	0	1	25,879	0	0	1	25,879
2220 A	PHYSICIAN..... 1603B1946		2	2	1	50,790	2	92,705	2	76,185
2230 A	PHYSICIAN SPECIALI 1682B2043		1	1	0	0	1	44,007	0	0
8140 A	RETIREMENT SYSTEM 0735B0887		4	5	2	46,302	5	112,230	3	69,472
8165 A	ASSISTANT COMPENSA 0998B1208		3	3	2	63,058	3	94,588	2	63,058
8166 A	COMPENSATION CLAIM 1174B1421		1	1	1	37,087	1	37,087	1	37,087
9999 A	SALARY SAVINGS 0000 0000		0	0	0	28,218-	0	52,437-	0	28,218-
T O T A L: OBJECT 001 17* 19* 12* 276,230* 19* 447,499* 16* 354,585*										
T O T A L: PROJ/WK PHASE 00000 17* 19* 12* 276,230* 19* 447,499* 16* 354,585*										
T O T A L: FND GROUP/FUND 01001 17* 19* 12* 276,230* 19* 447,499* 16* 354,585*										

FND GROUP/FUND 08410 WORKERS COMPENSATION FUND
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE

OBJECT	020 TEMPORARY SALARIES								
1476 A	SENIOR CLAIMS PROC 05B9B0710	0	1	1	15,352	1	15,352	1	15,352
1476EA	SENIOR CLAIMS PROC 05B9B0710	0	2	0	0	0	0	0	0
1602EA	CAL. MACHINE OPERA 0480B0578	0	1	0	0	0	0	0	0
1815 A	MANAGEMENT AIOE... 1090B1090	0	1	1	28,448	1	28,448	1	28,448
2120EP	INSTITUTIONAL AOMI 0755B0912	0	0	1	20,774	1	20,774	1	20,774
8140EA	RETIREMENT SYSTEM 0735B0887	0	1	0	0	0	0	0	0
8141 A	CLAIMS ADJUSTER, R 0000 0000	0	1	0	0	0	0	0	0
9744 A	STAFF ASSISTANT VI 1303B1303	0	0	1	34,008	1	34,005	1	34,008
T O T A L: OBJECT 020 0* 7* 4* 98,582* 4* 98,582* 4* 98,582*									
T O T A L: PROJ/WK PHASE 00000 0* 7* 4* 98,582* 4* 98,582* 4* 98,582*									
T O T A L: FND GROUP/FUND 08410 0* 7* 4* 98,582* 4* 98,582* 4* 98,582*									
T O T A L: PROGRAM 6271 17* 26* 16* 374,812* 23* 546,081* 20* 453,167*									

Department: EMPLOYEES' RETIREMENT SYSTEMProgram: 6271 - Workers' Compensation Program

Object	Object Title and Explanation of Change		
001	<u>Permanent Salaries</u>		
<u>Maintenance</u>	<u>High</u>	<u>Low</u>	<u>Mayor</u>
447,499	276,230	104,457	354,585
<p>A reduction of nine permanently funded City positions will be required at the High Request Level. A funding reduction of this magnitude below the maintenance level would effectively terminate the City's ability to administer a Workers' Compensation Program as a self-insured entity. The only viable method whereby the City could retain its self-insured status, with its concomitant lower costs, would be to contract for these services with a specialized management firm which is staffed and equipped to perform these services as described in pp. 7-10 of the Increment narrative. Two additional permanently budgeted City positions on temporary loan from the Retirement Services and Accounting Program (Program #6270, Fund 01001 Index 380501), will also be deleted at the High Request level, for a total of 11 positions.</p> <p>At the low request level, additional permanent positions will be deleted. Only a small, caretaker staff would be retained to continue legally mandated functions on existing caseloads until other arrangements can be made for the administration of the Workers' Compensation Benefit Program. At either the high or low funding levels, a transitional staff will be required to administer existing Workers' Compensation caseloads.</p>			
060	<u>Mandatory Fringe Benefits</u>		
<u>Maintenance</u>	<u>High</u>	<u>Low</u>	
97,986	63,027	54,891	
<p>Amounts budgeted at the three levels are directly related to the different permanent salary funding levels shown under Object 001.</p>			

Object	Object Title and Explanation of Change		
370	<u>Workers' Compensation</u>		
<u>Maintenance</u>	<u>High</u>	<u>Low</u>	<u>Mayor</u>
6,300,717	6,300,717	6,300,717	6,300,717
<p>Requirements cannot be established at different levels to conform to variation in funding levels since these benefits are legally binding obligations of the City. The budgeted amount represents the most accurate estimate possible for payment of both subsistence benefits and medical expenses for employees of General Fund departments, injured in the course of their employment. The budgeted amount reflects recently legislated increase in Compensation benefits as well as a projected 15% increase in the medical service costs.</p>			
109	<u>Other Contractual Services</u>		
<u>Maintenance</u>	<u>High</u>	<u>Low</u>	<u>Mayor</u>
573,157	576,894	576,894	576,894
<p>The budgeted amount reflects the estimated increased costs for a contractual service agreement with a specialized management firm for the administration of a Workers' Compensation Program which would insure retention of the City's self-insured status. The more effective management of Compensation claims through a contract management firm can generate savings within Object Code 370, Fund 01001, Index 380543 which will fully offset the increased expenditure in this area.</p>			
120	<u>Other Services</u>		
<u>Maintenance</u>	<u>High</u>	<u>Low</u>	<u>Mayor</u>
27,157	26,027	26,027	26,027
<p>The requested funding reflects the increased use of messenger postal, and investigative services, as well as scheduled increases in postal rates and anticipated increases in the cost of other essential services.</p>			

3311

LINE - ITEM EXPLANATIONS

3311

Department: EMPLOYEES' RETIREMENT SYSTEMProgram: 6271 - Workers' CompensationObject Object Title and Explanation of Change302 City Attorney

<u>Maintenance</u>	<u>High</u>	<u>Low</u>	<u>Mayor</u>
195,414	195,414	195,414	195,414

To provide essential legal services which would reduce costs of litigated benefits and generate increases in recoveries from third parties. The additional expenditure in this area can result in significant savings and revenue generation in other Program areas.

340 Controller - Data Processing

<u>Maintenance</u>	<u>High</u>	<u>Low</u>	<u>Mayor</u>
34,992	34,773	34,741	34,773

Budgeted expenditures are for the Controller's EDP maintenance of the Workers' Compensation Medical Payment roll. This expense will continue to be incurred whether or not this program continues under direct City management or is contracted out to a management firm.

Mayor's Comments

The approved funding level requires a reduction of three permanently funded City positions. This level will allow the Retirement System to operate the Compensation Division without losing the City's self-insured status.

Object Object Title and Explanation of Change

M80-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

OEPT: 44 RETIREMENT SYSTEM

OATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

OEPT PAGE: 8

M 8 0 P E R F O R M A N C E B U D G E T

MSA : 9S GENERAL ADMINISTRATION & FINANCE GROUP

OEPT : 44 RETIREMENT SYSTEM

PROGRAM: 6272 INVESTMENTS

* --GOAL: TO MANAGE THE RETIREMENT SYSTEM INVEST-
MENT FUND AND TO MAXIMIZE EARNINGS ON
SAID FUND. TO EXECUTE THE RETIREMENT
BOARD'S DECISION IN INVESTMENT MATTERS.

--OBJECTIVES: NUA TO ACHIEVE AN 81/2% RATE OF RETURN PRE-
DICATED ON ORDINARY INCOME; I.E., DIVI-
DENDS, INTEREST AND REALIZED GAINS AND
LOSSES.

08J OATE SPAN: 81/01-81/12

NUB TO ACHIEVE A RATE OF RETURN ON INVEST-
MENTS SUCH THAT THE CITY INVESTMENT PER-
FORMANCE IS RATED IN THE HIGHEST QUAR-
TILE OF ALL PENSION FUNDS, PUBLIC AND
PRIVATE, AS RATED BY CALLAN ASSOCIATES,
INCORPORATED.

81/01-81/12

* TYPE T		1979-80	1980-81	1ST 6 MO	LOW	HIGH	MAINT	MAYOR'S
OBJ/MEAS O	M E A S U R E	ACTUAL	REVISED	ACTUAL	REQUEST	REQUEST	LEVEL	RECOMM.
* --EFFECTIVENESS:								
NUA 30 I	OVERALL RATE OF RETURN ACHIEVED	7.6 %	8.0 %	.	8.5 %	8.5 %	8.5 %	8.5 %
NUB 30 I	PERCENTILE ACHIEVED IN INVEST PERF	70.0 %	70.0 %	.	75.0 %	75.0 %	75.0 %	75.0 %

3313

3313

M80-BUDGET REPORT 103-C

RUN N8R: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 44 RETIREMENT SYSTEM

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

DEPT PAGE:

M80 PROGRAM SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPT : 44 RETIREMENT SYSTEM
 PROGRAM: 6272 INVESTMENTS

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
PROGRAM REVENUE SUMMARY:								
GENERAL FUND UNALLOCATED	0	0	0	0	0	0	0	
TOTAL BUDGETED	0	0	0	0	0	0	0	
NON-BUDGETED OPERATING	355,842	340,140	496,199	155,011	0	0	0	496,199
TOTAL PROGRAM	355,842	340,140	496,199	155,011	0	0	0	496,199

PROGRAM EXPENDITURE SUMMARY:

TOTAL BUDGETED	0	0	0	0	0	0	0	
NON-BUDGETED OPERATING	355,842	340,140	496,199	155,011	0	0	0	496,199
TOTAL PROGRAM	355,842	340,140	496,199	155,011	0	0	0	496,199

PROGRAM EMPLOYMENT SUMMARY:

AUTHORIZED POSITIONS:

TOTAL BUDGETED	0	0	0	0	0	0	0
NON-BUDGETED	0	0	5	5	5	5	5
TOTAL PROGRAM	0	0	5	5	5	5	5

3311

3311

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 44 RETIREMENT SYSTEM

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

OERT PAGE: 11

M B D P R D G R A M S U M M A R Y B Y M A J O R C A T E G O R Y

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 44 RETIREMENT SYSTEM

PROGRAM: 6312 ADMINISTRATION

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
--	-------------------	---------------------	--------------------	--------------------	-----------------	----------------	-------------------	--------------------

PROGRAM REVENUE SUMMARY:

GENERAL FUND UNALLOCATED	351,688	414,681	467,462	129,815	435,069	422,108	435,069	32,393-
--------------------------	---------	---------	---------	---------	---------	---------	---------	---------

PROGRAM EXPENDITURE SUMMARY:

LABOR COSTS	212,092	221,899	221,899	122,984	280,230	246,522	280,230	58,331
CONTRACTUAL SERVICES	20,000	55,260	88,041	0	52,046	58,576	52,046	35,995-
OTHER CURRENT EXPENDITURES	18,764	18,736	18,736	6,831	19,225	19,980	19,225	489
SERVICES OF OTHER DEPARTMENTS	100,922	118,786	138,786	0	83,568	97,030	83,568	55,218-
TOTAL BUDGETED	351,688	414,681	467,462	129,815	435,069	422,108	435,069	32,393-
TOTAL PROGRAM	351,688	414,681	467,462	129,815	435,069	422,108	435,069	32,393-

PROGRAM EMPLOYMENT SUMMARY:

AUTHORIZED POSITIONS:								
PERMANENT POSITIONS	7	7	7		7	7	7	0
TOTAL BUDGETED	7	7	7		7	7	7	0
TOTAL PROGRAM	7	7	7		7	7	7	0

3315

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13
 DATE: 05/14/81
 TIME: 09:07

CITY AND COUNTY OF SAN FRANCISCO
 FISCAL YEAR 1981-82

DEPT: 44 RETIREMENT SYSTEM

DEPT PAGE:

* PROGRAM LEVEL *

M B D P E R F O R M A N C E B U D G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPT : 44 RETIREMENT SYSTEM
 PROGRAM: 6312 ADMINISTRATION

* --GOAL:

TO PROVIDE CENTRALIZED ADMINISTRATIVE
 SERVICES FOR THE DEPARTMENT AND TO PRO-
 VIDE SUPPORT SERVICES TO THE PROGRAMS
 AND ACTIVITIES OF THE EMPLOYEE'S RETIRE-
 MENT SYSTEM.

--OBJECTIVES: NVA TO MAINTAIN THE CITY'S SELF-INSURED
 STATUS TO WORKER'S COMPENSATION.

OBJ DATE SPAN: 81/01-81/12

NVB TO REDUCE COMPENSATION COSTS TO THE
 CITY BY IMPLEMENTING DURING THE FISCAL
 YEAR A CONTRACT WITH A PRIVATE SERVICE
 AGENCY TO ADMINISTER WORKER'S COMPEN-
 SATION CLAIMS.

B1/01-B1/12

NVC TO COMPLETE A STUDY OF THE FEASIBILITY
 OF THE RETIREMENT SYSTEM PURCHASING
 PROPERTY AND CONSTRUCTING AN OFFICE
 BUILDING FOR USE BY THE CITY.

81/01-B1/12

TYPE	T	M E A S U R E	1979-B0 ACTUAL	1980-B1 REVISED	1ST 6 MD ACTUAL	LOW REQUEST	HIGH REQUEST	MAINT LEVEL	MAYOR RECOMM
OBJ/MEAS	O								

-WORKLOAD:

NVA 10 I	SELF-INSURED STATUS MAINTAINED	1	1	.	0	0	3.
NVB 10 I	PRIVATE SVC CONTRACT IMPLEMENT BY 6/30	.	.	.	1	1	1
NVC 10 I	FEASIBILITY STUDY COMP BY 6/30/B2	.	.	.	1	1	3.

DEPT: 44 RETIREMENT SYSTEM

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 9S GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 44 RETIREMENT SYSTEM
PROGRAM 6312 ADMINISTRATION

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	RECOMMENDED VS. REVISED BUDGET
FND GROUP/FUND 01001 GENERAL FUND									
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE									
CATEGORY 01 PERSONAL SERVICES									
001	PERM SALARIES-MISC	150,636	170,943	170,943	101,085	219,058	192,060	219,058	48,115
017	RETROACTIVE PERSONAL SERVICE	11,722	0	0	0	0	0	0	0
040	FEES AND OTHER COMPENSATION	0	3,691	3,691	0	3,909	3,909	3,909	218
060	MANDATORY FRINGE BENEFITS	49,644	47,265	47,265	21,899	57,263	50,553	57,263	9,998
T O T A L: CATEGORY 01		212,002*	221,899*	221,899*	122,984*	280,230*	246,522*	280,230*	58,331*
CATEGORY 10 CONTRACTUAL SERVICES									
109	OTHER CONTRACTUAL SERVICES	20,000	55,260	88,041	0	52,046	58,576	52,046	35,995-
T O T A L: CATEGORY 10		20,000*	55,260*	88,041*	0*	52,046*	58,576*	52,046*	35,995-
CATEGORY 12 OTHER CURRENT EXPENDITURES									
111	USE OF EMPL CARS	288	440	440	0	440	462	440	0
120	OTHER SERVICES	4,360	3,686	3,686	0	3,525	4,166	3,525	161-
130	MATERIALS AND SUPPLIES	1,105	950	950	0	916	1,008	916	34-
146	RENTAL OF PROPERTY	13,011	13,660	13,660	6,831	14,344	14,344	14,344	684
T O T A L: CATEGORY 12		18,764*	18,736*	18,736*	6,831*	19,225*	19,980*	19,225*	489*
CATEGORY 30 SERVICES OF OTHER DEPTS									
302	CITY ATTORNEY	73,472	71,538	71,538	0	61,538	75,830	61,538	10,000-
303	REAL ESTATE	0	0	0	0	30	0	30	30
339	CONTROLLER	0	20,000	40,000	0	22,000	21,200	22,000	18,000-
340	CONTROLLER-DATA PROCESSING	27,450	27,248	27,248	0	0	0	0	27,248-
T O T A L: CATEGORY 30		100,922*	118,786*	138,786*	0*	83,568*	97,030*	83,568*	55,218-
T O T A L: PROJ/WK PHASE 00000		351,688*	414,681*	467,462*	129,815*	435,069*	422,108*	435,069*	32,393-
T O T A L: FND GROUP/FUND 01001		351,688*	414,681*	467,462*	129,815*	435,069*	422,108*	435,069*	32,393-
T O T A L: PROGRAM 6312		351,688*	414,681*	467,462*	129,815*	435,069*	422,108*	435,069*	32,393-

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 44 RETIREMENT SYSTEM
PROGRAM 6312 ADMINISTRATION

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

CLASS.	TITLE	STZO.	RATE	NO. POSNS.	REVISED BUDGET		HIGH REQUEST	DEPARTMENTAL REQUESTS		SERVICE MAINT. LEVEL	MAYOR'S RECOMMENDED	
					ACTUAL	BUDGET		AMOUNT	NO. POSNS.		AMOUNT	NO. POSNS.
FND GROUP/FUNO	01001 GENERAL FUNO											
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE											
OBJECT	001 PERM SALARIES-MISC											
1110 A EXEC ASST TO GEN M	104761267	1		1		1	33,068		1	33,068		1
1112 A RETIREMENT SYSTEM	174082115	1		1		1	55,201		1	55,200		1
1446 A SENIOR CLERK STENO	056080674	2		2		1	16,864		2	32,716		1
1450 A PRINCIPAL CLERK ST	061100738	1		1		1	19,262		1	19,261		1
1476 A SENIOR CLAIMS PROC	058980710	0		0		1	18,531		0	0		1
1815 A MANAGEMENT AIOE...	109081090	1		1		1	28,448		1	28,448		1
1816 A ACTUARY.....	150681827	1		1		1	47,684		1	47,684		1
9999 A SALARY SAVINGS	0000 0000	0		0		0	0		0	24,317~		0
T O T A L: OBJECT	001	7*		7*		7*	219,058*		7*	192,060*		7*
OBJECT	040 FEES AND OTHER COMPENSATION											
0350 A COURT REPORTER	2246M2788	0		1		1	2,000		1	2,000		1
2220 A PHYSICIAN.....	160381946	0		1		1	1,909		1	1,909		1
T O T A L: OBJECT	040	0*		2*		2*	3,909*		2*	3,909*		2*
T O T A L: PROJ/WK PHASE	00000	7*		9*		9*	222,967*		9*	195,969*		9*
T O T A L: FND GROUP/FUNO	01001	7*		9*		9*	222,967*		9*	195,969*		9*
T O T A L: PROGRAM	6312	7*		9*		9*	222,967*		9*	195,969*		9*

Department: EMPLOYEES' RETIREMENT SYSTEM
 Program: 6312 - Retirement Administration

Object Object Title and Explanation of Change

001 Permanent Salaries - Regular, Miscellaneous

<u>Maintenance</u>	<u>High</u>	<u>Low</u>	<u>Mayor</u>
192,060	219,058	205,806	219,058

At the High Request level this program will continue to be staffed with seven employees. There is a 1476 Sr. Claims Clerk instead of a 1446 Sr. Clerk Stenographer due to the technical nature of the Compensation work assigned to that program. No reduction in the level of service is expected in this work program.

109 Other Contractual Services

<u>Maintenance</u>	<u>High</u>	<u>Low</u>	<u>Mayor</u>
58,576	52,046	52,046	52,046

The Consultant Services in this object are provided by Milliman & Robertson, Inc. This firm provides consulting actuarial services in addition to performing an investigation and a valuation of the System as mandated by charter section 8.509. The cost of these services totals \$ 50,000.00.

111 Use of Employees' Cars

<u>Maintenance</u>	<u>High</u>	<u>Low</u>	<u>Mayor</u>
462	440	440	440

Transportation is required periodically for the General Manager and his staff in the course of conducting Retirement business - for travel in the City and to other government agencies.

Object Object Title and Explanation of Change

8PREP REPORT 740

CITY AND COUNTY OF SAN FRANCISCO
FISCAL YEAR 1981-82

DEPT: 70 CAO

RUN DATE: 05/13/81

DEPARTMENT REVENUE SUMMARY
BY FUND

DEPT: 70 CAO

SU8- OBJECT	REVENUE DESCRIPTION	1979-80 ACTUAL	***** 1980-81 ***** ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS ACTUAL	***** 1981-82 ***** HIGH PEQUEST	MAINT LEVEL	MAYOR'S RECOMMENDED
GENERAL FUND REVENUES CREDITED TO DEPT:								
7291	PUBLIC POUND FEE	17,681	85,800	85,800	7,833	85,800	85,800	85,800
7292	PUB PO SALE ANIM	34,399	0	0	17,129	0	0	0
* TOTAL GEN FUND REVENUE CREDITED TO DEPT		52,080	85,800	85,800	24,962	85,800	85,800	85,800
* GENERAL FUND UNALLOCATED		3,862,642	3,454,541	3,291,636	3,874,633	3,949,525	3,753,570	4,449,523
SPECIAL FUND REVENUES BY FUND GROUP/FUND:								
FG 02 SPECIAL REVENUE FUND GROUP								
FUND 002 ANIMAL CONTROL & WELFARE								
5252	DOG LICENSE	191,576	200,000	200,000	117,711	200,000	200,000	200,000
7099	OTH GEN GVT CHAR	21	0	0	0	0	0	0
7601	PATIENT PAYMENTS	0	0	0	30-	0	0	0
*TOTAL SPEC FUND 002 CREDITED TO DEPT		191,597	200,000	200,000	117,681	200,000	200,000	200,000
**TOTAL SPEC FUND GROUP 02 CREDITED TO DEPT		191,597	200,000	200,000	117,681	200,000	200,000	200,000
FG 07 DEBT SERVICE FUND								
FUND 001 BOND INTEREST AND REDEMPTION								
5010	PROP TAX CURR SE	22,258,469	0	0	22,779,407	0	0	0
5020	PROP TAX CURR UN	2,891,882	0	0	2,535,667	0	0	0
5030	PY-SECURED	566,773	0	0	9,607-	0	0	0
5040	PY-UNSECURED	202,064	0	0	0	0	0	0
5050	PEN COST SECURED	26,114	0	0	127-	0	0	0
5060	REDEMPTION OF PROPERTY	62,747	0	0	1,163-	0	0	0
5099	UNALLOCATED GEN FUND PROPERTY TAXES	0	25,315,233	25,315,233	0	23,591,299	23,591,299	23,591,299
6001	HOMEOWN PROP TAX	1,039,519	949,823	949,823	476,080	881,997	881,997	881,997
6002	BUS INV PROP TAX	662,736	18,890	18,890	49,167	0	0	0
6003	MOVIE FIM TX REP	2,932	0	0	2,685	0	0	0
6004	BLIND VET S8117	0	0	0	851	0	0	0
6006	PROP TAX LOSSES	1,559	0	0	1,653	0	0	0
*TOTAL SPEC FUND 001 CREDITED TO DEPT		27,714,795	26,283,946	26,283,946	25,834,813	24,473,296	24,473,296	24,473,296
**TOTAL SPEC FUND GROUP 07 CREDITED TO DEPT		27,714,795	26,283,946	26,283,946	25,834,813	24,473,296	24,473,296	24,473,296
* TOTAL ALL SPEC FG/FUND REV CREDITED TO DEPT		27,906,392	26,483,946	26,483,946	25,952,494	24,673,296	24,673,296	24,673,296
** TOTAL DEPT GEN FUND + SPECIAL FUND REVENUE		31,821,114	30,024,287	29,861,382	29,852,089	28,706,621	26,512,666	29,208,619

3320
MBO-BUDGET REPORT 101-C

RUN NBR: 80/13/13
DATE: 05/14/81
TIME: 09:07

CITY AND COUNTY OF SAN FRANCISCO
FISCAL YEAR 1981-82

DEPT: 70 CAO

DEPT PAGE: 1

DEPARTMENTAL SUMMARY BY PROGRAM

MSA: 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT: 70 CAO

* - - - - -	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* - - - - -								
ORGANIZATION/PROGRAM TITLES								
* - - - - -								
- - - - - PROGRAM 5 - - - - -								
YBC/GRMCC	38,352	63,241	79,946	0	88,112	88,112	88,112	8,166
PUBLICITY AND ADVERTISING	3,902,797	3,000,000	2,820,390	2,007,224	3,300,000	3,175,368	3,600,000	779,610
CHIEF ADMINISTRATIVE OFFICER	373,099	335,291	335,291	133,110	367,896	354,693	567,894	232,603
BOND INTEREST REDEMPTION	26,886,866	25,927,755	25,927,755	25,927,755	24,154,613	24,154,613	24,154,613	1,773,142-
RISK MANAGEMENT	0	0	0	25,595-	0	0	1,923,009-	1,923,009-
CHIEF ADMINISTRATIVE OFFICER	0	0	0	1,460,595	0	0	1,923,009	1,923,009
ANIMAL WELFARE	620,000	698,000	698,000	349,000	798,000	739,880	798,000	100,000
DEPARTMENT TOTALS:								
BUDGETED OPERATING EXPENDITURES	31,821,114	30,024,287	29,861,382	29,852,089	28,708,621	28,512,666	29,208,619	652,763-
NON-BUDGETED OPERATING EXPENDITURES	1,787	0	5,013	3,371	0	0	0	5,013-
TOTAL OPERATING EXPENDITURES	31,822,901	30,024,287	29,866,395	29,855,460	28,708,621	28,512,666	29,208,619	657,776-

3321

3321

MBO-BUDGET REPORT 102-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 70 CAO

DATE: 05/14/81

FISCAL YEAR 1981-82

* DEPARTMENT LEVEL *

TIME: 09:07

DEPT PAGE: 2

DEPARTMENTAL SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT : 70 CAO

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MD ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* DEPARTMENT REVENUE SUMMARY:								
GENERAL FUND REVENUES - CREDITED TO DEPT	52,080	85,800	85,800	24,962	85,800	85,800	85,800	0
GENERAL FUND UNALLOCATED	3,862,642	3,454,541	3,291,636	3,874,633	3,949,525	3,753,570	4,449,523	1,157,887
SPECIAL FUND REVENUES - CREDITED TO DEPT	27,906,392	26,483,946	26,483,946	25,952,494	24,673,296	24,673,296	24,673,296	1,810,650-
TOTAL BUDGETED	31,821,114	30,024,287	29,861,382	29,852,089	28,708,621	28,512,666	29,208,619	652,763-
NON-BUDGETED OPERATING	1,787	0	5,013	3,371	0	0	0	5,013-
TOTAL DEPARTMENT	31,822,901	30,024,287	29,866,395	29,855,460	28,708,621	28,512,666	29,208,619	657,776-
* DEPARTMENT EXPENDITURE SUMMARY:								
LABOR COSTS	286,530	558,782	623,909	220,104	596,390	611,372	589,090	34,819-
CONTRACTUAL SERVICES	1,248,969	698,000	781,055	379,984	1,040,732	982,148	1,050,732	269,677
OTHER CURRENT EXPENDITURES	5,643,677	3,040,151	4,628,129	3,465,675	5,003,288	4,876,992	5,303,288	675,159
EQUIPMENT/CAPITAL OUTLAY	50,000	0	0	0	0	0	0	0
SERVICES OF OTHER DEPARTMENTS	1,249	17,358	17,358	15,657	18,648	19,012	218,648	201,290
RECOVERIES	2,296,177-	217,759-	2,116,824-	157,086-	2,105,050-	2,131,471-	2,107,752-	9,072
DEPT SERVICES	26,886,866	25,927,755	25,927,755	25,927,755	24,154,613	24,154,613	24,154,613	1,773,142-
TOTAL BUDGETED	31,821,114	30,024,287	29,861,382	29,852,089	28,708,621	28,512,666	29,208,619	652,763-
NON-BUDGETED OPERATING	1,787	0	5,013	3,371	0	0	0	5,013-
TOTAL DEPARTMENT	31,822,901	30,024,287	29,866,395	29,855,460	28,708,621	28,512,666	29,208,619	657,776-
* DEPARTMENT CAPITAL EXPENDITURE SUMMARY:								
SPECIAL FUND FM/CIP	7,671,869	13,913,109	25,799,569	7,912,646	12,789,569	12,789,569	11,715,622	14,083,947-
* DEPARTMENT EMPLOYMENT SUMMARY:								
AUTHORIZED POSITIONS:								
PERMANENT POSITIONS	12	11	11		11	11	11	0
TEMPORARY POSITIONS	1	0	0		0	0	0	0
INTERDEPT WORK ORDER POSITIONS	3	5	5		6	7	6	1
TOTAL BUDGETED	16	16	16		17	18	17	1
TOTAL DEPARTMENT	16	16	16		17	18	17	1

3322

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 70 CAO

DATE: 05/14/81

FISCAL YEAR 1981-82

DEPT PAGE:

* PROGRAM LEVEL *

TIME: 09:07

M B O P R O G R A M S U M M A R Y B Y M A J O R C A T E G O R Y

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 70 CAO

PROGRAM: 6103 CHIEF ADMINISTRATIVE OFFICER

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
PROGRAM REVENUE SUMMARY:								
GENERAL FUND UNALLOCATED	373,099	335,291	335,291	133,110	367,896	354,693	567,894	232,603
TOTAL BUDGETED	373,099	335,291	335,291	133,110	367,896	354,693	567,894	232,603
NON-BUDGETED OPERATING	1,787	0	5,013	3,371	0	0	0	5,013
TOTAL PROGRAM	374,886	335,291	340,304	136,481	367,896	354,693	567,894	227,590

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
PROGRAM EXPENDITURE SUMMARY:								
LABOR COSTS	248,178	457,592	506,014	201,771	465,434	480,416	458,134	47,880
CONTRACTUAL SERVICES	85,860	0	5,110	2,004	5,632	5,417	15,632	10,522
OTHER CURRENT EXPENDITURES	47,989	78,100	114,038	45,169	60,223	58,310	60,223	53,815
EQUIPMENT/CAPITAL OUTLAY	50,000	0	0	0	0	0	0	0
SERVICES OF OTHER DEPARTMENTS	1,249	17,358	17,358	15,657	18,648	19,012	218,648	201,290
RECOVERIES	60,177-	217,759-	307,229-	131,491-	182,041-	208,462-	184,743-	122,486
TOTAL BUDGETED	373,099	335,291	335,291	133,110	367,896	354,693	567,894	232,603
NON-BUDGETED OPERATING	1,787	0	5,013	3,371	0	0	0	5,013
TOTAL PROGRAM	374,886	335,291	340,304	136,481	367,896	354,693	567,894	227,590

PROGRAM EMPLOYMENT SUMMARY:

AUTHORIZED POSITIONS:

PERMANENT POSITIONS	11	7	7	7	7	7	7	0
TEMPORARY POSITIONS	1	0	0	0	0	0	0	0
INTERDEPT WORK ORDER POSITIONS	3	5	5	6	7	6	6	1
TOTAL BUDGETED	15	12	12	13	14	13	13	1
TOTAL PROGRAM	15	12	12	13	14	13	13	1

3323

3323

MBO-BUDGET REPORT 103-C

RUN NSR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 70 CAO

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

DEPT PAGE: 6

M B O P E R F O R M A N C E B U D G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 70 CAO

PRDGRAM: 6103 CHIEF ADMINISTRATIVE OFFICER

--GOAL:

TO PROVIDE SUPERVISION FOR 10 CITY/
COUNTY DEPARTMENTS, PUBLICITY AND AD-
VERTISING FUND AND RISK MANAGEMENT
ACTIVITIES. WORK TOWARD SOLUTIONS OF THE
SOLID WASTE AND WASTE WATER PROBLEMS.
OVERSEE CONSTRUCTION OF MOSCONE CONVEN-
TION CENTER. PROVIDE LEADERSHIP OF
SEVERAL CITY/COUNTY BOARDS AND
COMMISSIONS.

--OBJECTIVES: RJA SUCCESSFULLY DIRECT THE MOVEMENT OF
GRMCC FROM CONSTRUCTION TO OPERATIONS
DURING 1981-82.

OBJ DATE SPAN: 81/01-81/12

RJB ACHIEVE A RESOLUTION TO THE LANDFILL
PROBLEMS DURING 1981-82.

81/01-81/12

RJC PROVIDE ADMINISTRATION FOR THE CLEAN
WATER CONSTRUCTION PROGRAM DURING
1981-82.

81/01-81/12

RJD CONTINUE TO PROCESS ALL CONTRACTS AND
PAYMENTS FOR ALL CITY DEPARTMENTS IN
AMOUNTS OF \$2000 OR MORE.

81/01-81/12

DEPT: 70 CAO

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 70 CAO
DIVISION 01 GENERAL OFFICE
PROGRAM 6103 CHIEF ADMINISTRATIVE OFFICER

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND 01001 GENERAL FUND									
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE									
CATEGORY 01 PERSONAL SERVICES									
	001 PERM SALARIES-MISC	189,702	211,491	211,491	105,322	240,181	238,282	240,181	28,690
	017 RETROACTIVE PERSONAL SERVICE	9,836	0	0	0	0	0	0	0
	060 MANDATORY FRINGE BENEFITS	38,463	49,390	49,390	16,627	45,212	35,672	45,210	4,180-
T O T A L: CATEGORY 01		238,001*	260,881*	260,881*	121,949*	285,393*	273,954*	285,391*	24,510*
CATEGORY 10 CONTRACTUAL SERVICES									
	100 PROFESSIONAL SERVICES	81,620	0	0	0	0	0	0	0
	109 OTHER CONTRACTUAL SERVICES	4,240	0	5,110	2,004	5,632	5,417	5,632	522
T O T A L: CATEGORY 10		85,860*	0*	5,110*	2,004*	5,632*	5,417*	5,632*	522*
CATEGORY 12 OTHER CURRENT EXPENDITURES									
	120 OTHER SERVICES	7,686	10,900	5,790	1,711	6,000	6,543	6,000	210
	130 MATERIALS AND SUPPLIES	3,087	4,361	4,361	297	4,200	4,623	4,200	161-
	144 MEMBERSHIP DUES	37,216	41,791	41,791	41,791	48,023	45,144	48,023	6,232
T O T A L: CATEGORY 12		47,989*	57,052*	51,942*	43,799*	58,223*	56,310*	58,223*	6,281*
CATEGORY 30 SERVICES OF OTHER DEPTS									
	310 CENTRAL SHOP	1,037	1,922	1,922	821	2,500	2,316	2,500	578
	333 CHIEF ADMIN OFFICER	0	14,836	14,836	14,836	15,848	16,360	15,848	1,012
	350 REPRODUCTION	212	600	600	0	300	336	300	300-
	365 CAO-INSURANCE AND RISK REDUC	0	0	0	0	0	0	200,000	200,000
T O T A L: CATEGORY 30		1,249*	17,358*	17,358*	15,657*	18,648*	19,012*	218,648*	201,290*
T O T A L: PROJ/WK PHASE 00000		373,099*	335,291*	335,291*	183,409*	367,896*	354,693*	567,894*	232,603*
T O T A L: FND GROUP/FUND 01001		373,099*	335,291*	335,291*	183,409*	367,896*	354,693*	567,894*	232,603*
FND GROUP/FUND 08099 WORK ORDER									
PROJ/WK PHASE 00000 PROJECT/WORK PHASE NOT APPLICABLE									
CATEGORY 01 PERSONAL SERVICES									
	001 PERM SALARIES-MISC	7,923	146,282	183,069	69,180	163,282	184,147	151,473	31,596-
	060 MANDATORY FRINGE BENEFITS	2,254	50,429	62,064	10,642	16,759	22,315	21,270	40,794-

DEPT: 70 CAO

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 70 CAO
DIVISION 01 GENERAL OFFICE
PROGRAM 6103 CHIEF ADMINISTRATIVE OFFICER

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****
-DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDED--

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND	08099 WORK ORDER								
PROJ/WK PHASE	00000 PROJECT/WORK PHASE NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
T O T A L: CATEGORY	01	10,177*	196,711*	245,133*	79,822*	180,041*	206,462*	172,743*	72,390-
CATEGORY	10 CONTRACTUAL SERVICES								
100 PROFESSIONAL SERVICES		0	0	0	0	0	0	10,000	10,000
T O T A L: CATEGORY	10	0*	0*	0*	0*	0*	0*	10,000*	10,000*
CATEGORY	12 OTHER CURRENT EXPENDITURES								
120 OTHER SERVICES		0	21,048	62,096	1,370	2,000	2,000	2,000	60,096-
T O T A L: CATEGORY	12	0*	21,048*	62,096*	1,370*	2,000*	2,000*	2,000*	60,096-
CATEGORY	24 EQUIPMENT/CAPITAL PURCHASES								
269 BUILDINGS-STRUCT IMPROV		50,000	0	0	0	0	0	0	0
T O T A L: CATEGORY	24	50,000*	0*	0*	0*	0*	0*	0*	0*
CATEGORY	39 INTERDEPARTMENTAL RECOVERY								
390 INTERDEPARTMENTAL RECOVERY		60,177-	217,759-	307,229-	131,491-	182,041-	208,462-	184,743-	122,486
T O T A L: CATEGORY	39	60,177-	217,759-	307,229-	131,491-	182,041-	208,462-	184,743-	122,486*
T O T A L: PROJ/WK PHASE	00000	0*	0*	0*	50,299-	0*	0*	0*	0*
T O T A L: FND GROUP/FUND	08099	0*	0*	0*	50,299-	0*	0*	0*	0*
T O T A L: PROGRAM	6103	373,099*	335,291*	335,291*	133,110*	367,896*	354,693*	567,894*	232,603*

3326

8PREP REPORT 774

CITY & COUNTY OF SAN FRANCISCO

3326

PAGE: 1

DEPT: 70 CAO

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 70 CAO
 DIVISION 01 GENERAL OFFICE
 PROGRAM 6103 CHIEF ADMINISTRATIVE OFFICER

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****
 ----- DEPARTMENTAL REQUESTS ----- MAYOR'S RECOMMENDATION -----

CLASS.	TITLE	STZD. RATE	ACTUAL NO. POSNS.	REVISED BUDGET NO. POSNS.	HIGH REQUEST NO. POSNS.	AMOUNT	SERVICE MAINT. LEVEL NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT
FND GROUP/FUND	01001 GENERAL FUND									
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE									
OBJECT	001 PERM SALARIES-MISC									
A238 A	CONFIDENTIAL SECRE 076980769		1	0	0	0	0	0	0	0
A239 A	ASSISTANT V TO CAO 121281212		1	0	0	0	0	0	0	0
A240 A	ASSISTANT IV TO CA 110481104		1	0	0	0	0	0	0	0
A240ER	ASSISTANT IV TO CA 111581115		0	0	1	29,102	1	29,102	1	29,102
A241EA	ASSISTANT III TO C 097380973		1	1	1	23,072	1	23,072	1	23,072
A241ER	ASSISTANT III TO C 097380973		0	0	1-	23,072-	1-	23,072-	1-	23,072-
A242EA	ASSISTANT II TO CA 084480844		1	1	1	22,029	1	22,029	1	22,029
A243 A	ASSISTANT I TO CAO 062580625		1	0	0	0	0	0	0	0
A312EA	FINANCIAL MANAGER 185481854		0	1	0	0	1	48,416	0	0
1180 A	EXEC ASST TO THE C 158081918		1	1	1	49,536	1	49,536	1	49,536
1182 A	CHIEF ADMINISTRATI 258882902		1	1	1	75,742	1	75,742	1	75,742
1446 A	SENIOR CLERK STENO 056080674		1	1	1	17,591	1	17,591	1	17,591
1450 A	PRINCIPAL CLERK ST 061180738		1	0	0	0	0	0	0	0
1523 A	CONFIDENTIAL SECRE 080380970		0	1	1	25,316	1	25,316	1	25,316
1528 A	ADMINISTRATIVE SEC 068480826		1	0	0	0	0	0	0	0
1652 A	SENIOR ACCOUNTANT. 073180882		0	0	1	20,865	0	0	1	20,865
9499 A	SALARY SAVINGS 0000 0000		0	0	0	0	0	29,450-	0	0
T O T A L:	OBJECT 001		11*	7*	7*	240,181*	7*	238,282*	7*	240,181*
OBJECT	020 TEMPORARY SALARIES									
9740 A	STAFF ASSISTANT IV 098080980		1	0	0	0	0	0	0	0
T O T A L:	OBJECT 020		1*	0*	0*	0*	0*	0*	0*	0*
T O T A L:	PROJ/WK PHASE 00000		12*	7*	7*	240,181*	7*	238,282*	7*	240,181*
T O T A L:	FND GROUP/FUND 01001		12*	7*	7*	240,181*	7*	238,282*	7*	240,181*
FND GROUP/FUND	08099 WORK ORDER									
PROJ/WK PHASE	00000 PROJECT/WORK PHASE NOT APPLICABLE									
OBJECT	001 PERM SALARIES-MISC									
A240 R	ASSISTANT IV TO CA 111581115		0	0	0	0	0	0	1	28,815
A240EA	ASSISTANT IV TO CA 111581115		0	1	1	28,815	1	28,815	0	0
A240ER	ASSISTANT IV TO CA 111581115		0	0	1-	28,815-	1-	28,815-	1-	28,815-
A241ER	ASSISTANT III TO C 097380973		0	0	1	25,396	1	25,396	1	25,396
A311EA	DEPUTY FISCAL OFFI 134281342		0	1	1	35,026	1	35,026	1	35,026

3327

BPREP REPORT 774

CITY & COUNTY OF SAN FRANCISCO

3327

PAGE: 2

POSITION CLASSIFICATION DETAIL

DEPT: 70 CAO

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 70 CAO
 DIVISION 01 GENERAL OFFICE
 PROGRAM 6103 CHIEF ADMINISTRATIVE OFFICER

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

CLASS.	TITLE	STZO.	RATE	NO. POSNS.	ACTUAL	REVISED	DEPARTMENTAL REQUESTS		MAYOR'S RECOMMENDED		
					NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT	
FNO GROUP/FUND	08099 WORK ORDER										
PROJ/WK PHASE	00000 PROJECT/WORK PHASE NOT APPLICABLE										
OBJECT	001 PERM SALARIES-MISC										
A312EA	FINANCIAL MANAGER 1854B1854			0	0	1	48,416	1	48,416	1	48,416
1446 A	SENIOR CLERK STENO 0560B0674			0	1	2	35,182	2	35,182	2	26,322
1450 A	PRINCIPAL CLERK ST 0611B0738			0	1	1	19,262	1	19,262	1	16,313
1652 A	SENIOR ACCOUNTANT. 0731B0882			0	1	0	0	1	20,865	0	0
9999ZA	POSITIONS NOT OETA 0000 0000			3	0	0	0	0	0	0	0
T O T A L:	OBJECT 001			3*	5*	6*	163,282*	7*	184,147*	6*	151,473*
T O T A L:	PROJ/WK PHASE 00000			3*	5*	6*	163,282*	7*	184,147*	6*	151,473*
T O T A L:	FNO GROUP/FUND 08099			3*	5*	6*	163,282*	7*	184,147*	6*	151,473*
T O T A L:	PROGRAM 6103			15*	12*	13*	403,463*	14*	422,429*	13*	391,654*

Department: Chief Administrator's Office
 Program: General Office 6103

Object Object Title and Explanation of Change

001 - Permanent Salaries

<u>FY '80-81</u>	<u>FY '81-82</u> <u>Maintenance</u>	<u>FY '81-82</u> <u>High Level</u>	<u>FY '81-82</u> <u>Low Level</u>
\$211,491	\$238,282	\$240,181	\$183,288

Includes funds for six positions at the low level (two to be funded at a 40% funded level); and seven positions at the maintenance and high levels. The senior accountant position is added at the low and high levels; in the past it was carried in the Work Order account. The financial manager position has been placed into the Work Order account.

144 - Membership Dues

<u>FY '80-81</u>	<u>FY '81-82</u> <u>Maintenance</u>	<u>FY '81-82</u> <u>High Level</u>	<u>FY '81-82</u> <u>Low Level</u>
\$41,791	\$45,144	\$48,023	\$48,023

This object is for the CCSF's ABAG membership assessment for 1981-82 fiscal year.

333 - Chief Administrative Officer

<u>FY '80-81</u>	<u>FY '81-82</u> <u>Maintenance</u>	<u>FY '81-82</u> <u>High Level</u>	<u>FY '81-82</u> <u>Low Level</u>
\$14,836	\$16,300	\$15,848	\$7,200

This object contains funds for partial funding of two positions in the CAO's Work Order account. The remaining cost of these positions will be recovered from the programs within the CAO's Office.

Object Object Title and Explanation of Change

3329

3329

MBO-BUOGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

OEPT: 70 CAO

DATE: 05/14/81

FISCAL YEAR 1981-82

OEPT PAGE: 10

* PROGRAM LEVEL *

TIME: 09:07

MBO PROGRAM SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

OEPT : 70 CAO

PROGRAM: 6235 RISK MANAGEMENT

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* - - - - - PROGRAM REVENUE SUMMARY: - - - - - *								
GENERAL FUND UNALLOCATED	0	0	0	25,595-	0	0	1,923,009-	1,923,009-
* - - - - - PROGRAM EXPENDITURE SUMMARY: - - - - - *								
CONTRACTUAL SERVICES	500,000	0	69,595	0	228,000	228,000	0	69,595-
OTHER CURRENT EXPENDITURES	1,736,000	0	1,740,000	0	1,695,009	1,695,009	0	1,740,000-
RECOVERIES	2,236,000-	0	1,809,595-	25,595-	1,923,009-	1,923,009-	1,923,009-	113,414-
TOTAL BUDGETED	0	0	0	25,595-	0	0	1,923,009-	1,923,009-
TOTAL PROGRAM	0	0	0	25,595-	0	0	1,923,009-	1,923,009-

3330

3330

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13
 DATE: 05/14/81
 TIME: 09:07

CITY AND COUNTY OF SAN FRANCISCO
 FISCAL YEAR 1981-82

DEPT: 70 CAO

DEPT PAGE: 9

* PROGRAM LEVEL *

MBO PERFORMANCE BUDGET

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPT : 70 CAO
 PROGRAM: 6235 RISK MANAGEMENT

* --GOAL:

MANAGE THE CITY'S TOTAL COST OF RISK
 (INSURANCE PREMIUMS, UNINSURED LOSSES,
 CLAIMS HANDLING AND LEGAL DEFENSE COSTS,
 LOSS CONTROL ACTIVITIES, RELATED ADMIN-
 ISTRATIVE COSTS) TO ACHIEVE THE MOST
 COST-EFFECTIVE USE OF FINANCIAL RE-
 SOURCES IN THE LONG RUN.

--OBJECTIVES: RPA DECREASE RISK OF UNINSURED CATASTROPHIC
 LOSS VIA PURCHASE OF EXCESS PROPERTY AND
 LIABILITY INSURANCE.

OBJ DATE SPAN: 81/01-81/12

RPB TRANSFER INSURANCE PURCHASING AUTHORITY
 AND PROCEDURE FROM USER DEPARTMENTS AND
 PURCHASER'S OFFICE TO RISK MANAGER.

81/01-81/12

RPC DEVELOP AND IMPLEMENT CITY-WIDE GUIDE-
 LINES FOR LOSS CONTROL TO BE INCORPOR-
 ATED INTO DEPARTMENTAL LOSS CONTROL
 PROGRAMS.

81/01-81/12

RPD COORDINATE FRAGMENTED CLAIMS HANDLING
 PROCEDURES CITY-WIDE.

81/01-81/12

RPE DEVELOP RISK COST ALLOCATION PLAN TO
 APPORTION RISK COSTS AMONG OPERATING
 DEPARTMENTS EFFECTIVE FY 82-83.

81/01-81/12

* TYPE T	MEASURE	1979-80 ACTUAL	1980-81 REVISED	1ST 6 MO ACTUAL	LOW REQUEST	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM
OBJ/MEAS 0								

-EFFECTIVENESS:

RPC 30 0 TOTAL CLAIMS PAID (DOLLARS)
 RPD 30 0 TOTAL PROP & LIABILITY INSURANCE COSTS

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

DEPT: 70 CAO

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 70 CAO
DIVISION 03 RISK MGMT
PROGRAM 6235 RISK MANAGEMENT

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	-DEPARTMENTAL REQUESTS- HIGH REQUEST	SVC. MAINT. LEVEL	--MAYOR'S RECOMMENDED--- VS. REVISED AMOUNT	BUDGET
FND GROUP/FUND	08099 WORK ORDER								
PROJ/WK PHASE	00000 PROJECT/WORK PHASE NOT APPLICABLE								
CATEGORY	10 CONTRACTUAL SERVICES								
	100 PROFESSIONAL SERVICES	500,000	0	69,595	0	228,000	228,000	0	69,595-
T O T A L: CATEGORY	10	500,000*	0*	69,595*	0*	228,000*	228,000*	0*	69,595-
CATEGORY	12 OTHER CURRENT EXPENDITURES								
	140 FIXED CHARGES	1,736,000	0	1,740,000	0	1,695,009	1,695,009	0	1,740,000-
T O T A L: CATEGORY	12	1,736,000*	0*	1,740,000*	0*	1,695,009*	1,695,009*	0*	1,740,000-
CATEGORY	39 INTERDEPARTMENTAL RECOVERY								
	390 INTERDEPARTMENTAL RECOVERY	2,236,000-	0	1,809,595-	25,595-	1,923,009-	1,923,009-	1,923,009-	113,414-
T O T A L: CATEGORY	39	2,236,000-	0*	1,809,595-	25,595-	1,923,009-	1,923,009-	1,923,009-	113,414-
T O T A L: PROJ/WK PHASE	00000	0*	0*	0*	25,595-	0*	0*	1,923,009-	1,923,009-
T O T A L: FND GROUP/FUND	08099	0*	0*	0*	25,595-	0*	0*	1,923,009-	1,923,009-
T O T A L: PROGRAM	6235	0*	0*	0*	25,595-	0*	0*	1,923,009-	1,923,009-

3332

MSD-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 70 CAO

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

DEPT PAGE: 11

M B O PROGRAM SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 70 CAO

PROGRAM: 6303 CHIEF ADMINISTRATIVE OFFICER

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* - - - - - PROGRAM REVENUE SUMMARY: - - - - -								
GENERAL FUND UNALLOCATED	0	0	0	1,460,595	0	0	1,923,009	1,923,009
* - - - - - PROGRAM EXPENDITURE SUMMARY: - - - - -								
CONTRACTUAL SERVICES	0	0	0	25,595	0	0	228,000	228,000
OTHER CURRENT EXPENDITURES	0	0	0	1,435,000	0	0	1,695,009	1,695,009
TOTAL BUDGETED	0	0	0	1,460,595	0	0	1,923,009	1,923,009
TOTAL PROGRAM	0	0	0	1,460,595	0	0	1,923,009	1,923,009

3333

3333

BPREP REPORT 770

CITY & COUNTY OF SAN FRANCISCO

PAGE: 2

DEPT: 70 CAO

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 70 CAO
DIVISION 03 RISK MGMT
PROGRAM 6303 CHIEF ADMINISTRATIVE OFFICER

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND 08099 WORK ORDER									
PROJ/WK PHASE 00000 PROJECT/WORK PHASE NOT APPLICABLE									
CATEGORY	10 CONTRACTUAL SERVICES								
	100 PROFESSIONAL SERVICES	0	0	0	25,595	0	0	228,000	228,000
T O T A L: CATEGORY	10	0*	0*	0*	25,595*	0*	0*	228,000*	228,000*
CATEGORY	12 OTHER CURRENT EXPENDITURES								
	140 FIXED CHARGES	0	0	0	1,435,000	0	0	1,695,009	1,695,009
T O T A L: CATEGORY	12	0*	0*	0*	1,435,000*	0*	0*	1,695,009*	1,695,009*
T O T A L: PROJ/WK PHASE	00000	0*	0*	0*	1,460,595*	0*	0*	1,923,009*	1,923,009*
T O T A L: FND GROUP/FUND	08099	0*	0*	0*	1,460,595*	0*	0*	1,923,009*	1,923,009*
T O T A L: PROGRAM	6303	0*	0*	0*	1,460,595*	0*	0*	1,923,009*	1,923,009*

Department: CAO 70 03 00
 Program: 6235 Risk Management

Object Object Title and Explanation of Change

Object Object Title and Explanation of Change

100 - Professional Services

1. Risk Management unit staff:

- A. Risk Manager - Overall program control.
- B. Loss Control - Loss control (prevention, safe
- C. Acct. Clerk - Handle increased workload of
work order transfer process.
- D. Secretary - Increased clerical support for
above three positions.

2. Data Processing Services:

Contract for data processing of claims costs to give operating departments a management tool to help pinpoint loss sources, measure effectiveness of control efforts.

3. Claims Adjuster:

Certain insurance policies, with deductibles, require use of independent claims adjuster to handle claims under deductible amount.

140 - Fixed Charges

Premiums for all insurance policies and bonds purchased for all City departments.

3335

3335

MSO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 70 CAO

DATE: 05/14/81

FISCAL YEAR 1981-82

TIME: 09:07

OERT PAGE: 3

M O O P R O G R A M S U M M A R Y 8 Y M A J O R C A T E G O R Y

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 70 CAO

PROGRAM: 2420 YBC/GRMCC

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMR TO REVISED
* - - - - -								
PROGRAM REVENUE SUMMARY:								
GENERAL FUND UNALLOCATED	38,352	63,241	79,946	0	88,112	88,112	88,112	8,166
* - - - - -								
PROGRAM EXPENDITURE SUMMARY:								
LABOR COSTS	38,352	63,241	79,946	0	88,112	88,112	88,112	8,166
TOTAL BUDGETED	38,352	63,241	79,946	0	88,112	88,112	88,112	8,166
TOTAL PROGRAM	38,352	63,241	79,946	0	88,112	88,112	88,112	8,166
* - - - - -								
PROGRAM CAPITAL EXPENDITURE SUMMARY:								
SPECIAL FUND FM/CIP	7,671,869	13,913,109	25,799,569	7,912,646	12,789,569	12,789,569	11,715,622	14,083,947-
* - - - - -								
PROGRAM EMPLOYMENT SUMMARY:								
AUTHORIZED POSITIONS:								
PERMANENT POSITIONS	1	2	2		2	2	2	0
TOTAL BUDGETED	1	2	2		2	2	2	0
TOTAL PROGRAM	1	2	2		2	2	2	0

3336

3336

BPREP REPORT 770

CITY & COUNTY OF SAN FRANCISCO

PAGE: 3

DEPT: 70 CAO

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 70 CAO
DIVISION 04 YBC/GRMCC
PROGRAM 2420 YBC/GRMCC

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND 02301 YERBA BUENA CENTER									
PPD/WK PHASE 10301 ADMINISTRATIVE EXPENSE									
CATEGORY 01 PERSONAL SERVICES									
020 TEMPORARY SALARIES		22,039	0	0	0	0	0	0	0
T O T A L: CATEGORY 01		22,039*	0*	0*	0*	0*	0*	0*	0*
T O T A L: PPD/WK PHASE 10301		22,039*	0*	0*	0*	0*	0*	0*	0*
PPD/WK PHASE 30502 SALARIES									
CATEGORY 01 PERSONAL SERVICES									
001 PERM SALARIES-MISC		16,313	63,241	63,241	0	71,357	71,357	71,357	8,116
000 MANDATORY FRINGE BENEFITS		0	0	16,705	0	16,755	16,755	16,755	50
T O T A L: CATEGORY 01		16,313*	63,241*	79,946*	0*	88,112*	88,112*	88,112*	8,166*
T O T A L: PPD/WK PHASE 30502		16,313*	63,241*	79,946*	0*	88,112*	88,112*	88,112*	8,166*
T O T A L: FND GROUP/FUND 02301		38,352*	63,241*	79,946*	0*	88,112*	88,112*	88,112*	8,166*
T O T A L: PROGRAM 2420		38,352*	63,241*	79,946*	0*	88,112*	88,112*	88,112*	8,166*

BPREP REPORT 774

CITY & COUNTY OF SAN FRANCISCO

PAGE: 1

POSITION CLASSIFICATION DETAIL

DEPT: 70 CAO

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 70 CAO
 DIVISION 04 YBC/GRMCC
 PROGRAM 2420 YBC/GRMCC

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

REVISED DEPARTMENTAL REQUESTS - MAYOR'S RECOMMENDATION -

ACTUAL BUDGET HIGH REQUEST SERVICE MAINT. LEVEL

CLASS.	TITLE	STZD. RATE	NO. POSNS.	NO. POSNS.	NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT
--------	-------	------------	------------	------------	------------	--------	------------	--------	------------	--------

FNO GROUP/FUND 02301 YERBA BUENA CENTER
 PROJ/WK PHASE 30502 SALARIES

OBJECT 001 PERM SALARIES-MISC

1450 A PRINCIPAL CLERK ST 0611B0738	1	1	1	19,262	1	19,262	1	19,262
9752 A STAFF ASSISTANT X, 1996B1996	0	1	1	52,095	1	52,095	1	52,095

TOTAL: OBJECT	001	1*	2*	2*	71,357*	2*	71,357*	2*	71,357*
TOTAL: PROJ/WK PHASE	30502	1*	2*	2*	71,357*	2*	71,357*	2*	71,357*
TOTAL: FNO GROUP/FUND	02301	1*	2*	2*	71,357*	2*	71,357*	2*	71,357*
TOTAL: PROGRAM	2420	1*	2*	2*	71,357*	2*	71,357*	2*	71,357*

3333

3333

MBO-BUOGET REPORT 103-C

RUN NBR: 80/13/13
 DATE: 05/14/81
 TIME: 09:07

CITY AND COUNTY OF SAN FRANCISCO
 FISCAL YEAR 1981-82

DEPT: 70 CAO

DEPT PAGE:

* PROGRAM LEVEL *

MBO PROGRAM SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPT : 70 CAO
 PROGRAM: 5350 PUBLICITY AND ADVERTISING

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* PROGRAM REVENUE SUMMARY:								
GENERAL FUND UNALLOCATED	3,902,797	3,000,000	2,820,390	2,007,224	3,300,000	3,175,368	3,600,000	779,610
* PROGRAM EXPENDITURE SUMMARY:								
LABOR COSTS	0	37,949	37,949	18,333	42,844	42,844	42,844	4,895
CONTRACTUAL SERVICES	43,109	0	8,350	3,385	9,100	8,851	9,100	750
OTHER CURRENT EXPENDITURES	3,859,688	2,962,051	2,774,091	1,985,506	3,248,056	3,123,673	3,548,056	773,965
TOTAL BUOGETED	3,902,797	3,000,000	2,820,390	2,007,224	3,300,000	3,175,368	3,600,000	779,610
TOTAL PROGRAM	3,902,797	3,000,000	2,820,390	2,007,224	3,300,000	3,175,368	3,600,000	779,610

PROGRAM EMPLOYMENT SUMMARY:

AUTHORIZED POSITIONS:

PERMANENT POSITIONS	0	2	2	2	2	2	2	2
TOTAL BUOGETED	0	2	2	2	2	2	2	2
TOTAL PROGRAM	0	2	2	2	2	2	2	2

3330

3330

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 70 CAO

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

OEPT PAGE: 4

M B O P E R F O R M A N C E B U O G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 70 CAO

PROGRAM: 5350 PUBLICITY AND ADVERTISING

--GOAL: TO FAVORABLY IMPACT THE CITY ECONOMY
BY PROMOTING TOURISM AND CULTURAL EVENTS
BY FUNDING ELIGIBLE PROJECTS.

--OBJECTIVES: RKA BRING CURRENT P&A RECIPIENTS TO A
FUNDING LEVEL COMMENSURATE WITH NEED
AND MERIT UNDER CRITERIA.

OBJ DATE SPAN: 81/01-81/12

RKB RESPOND FAVORABLY TO NEW REQUESTS FROM
WORTHY NON-PROFIT ARTS AND PROMOTIONAL
ORGANIZATIONS MEETING CRITERIA.

81/01-81/12

RKC STRENGTHEN SUPPORT TO THE CONVENTION
BUREAU AND TOURIST AGENCIES.

81/01-81/12

RKO SPONSOR/SUPPORT A SUMMER FESTIVAL WITH
INTERNATIONAL STATURE AND ATTENDANCE FOR
1982.

81/01-81/12

TYPE T	MEASURE	1979-80 ACTUAL	1980-81 REVISED	1ST 6 MO ACTUAL	LOW REQUEST	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM.
--------	---------	-------------------	--------------------	--------------------	----------------	-----------------	----------------	--------------------

-WORKLOAD:

RKA 10 I	# VISITORS SERVED AT INFO CTR	195,435	410,445	.	450,000	450,000	450,000	450,000
RKB 10 I	DOLLAR(IN MIL) SPENT BY VISITORS IN SF	\$1,054	\$1,147	.	\$1,262	\$1,262	\$1,262	\$1,262
RKC 10 I	# VISITORS
RKC 11 I	# CONVENTION PARTICIPANTS
RKC 12 I	# TOURIST INDIVIDUALS

DEPT: 70 CAO

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

```
MSA          95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT   70 CAO
DIVISION     05 PUBLICITY AND ADVERTISING
PROGRAM      S350 PUBLICITY AND ADVERTISING
```

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

-DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDED---

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND	02001 HOTEL TAX FUND								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
001 PERM SALARIES-MISC		0	37,794	37,294	17,758	41,604	41,604	41,604	4,310
060 MANDATORY FRINGE BENEFITS		0	155	655	575	1,240	1,240	1,240	565
T O T A L: CATEGORY	01	0*	37,949*	37,949*	18,333*	42,844*	42,844*	42,844*	4,895*
CATEGORY	10 CONTRACTUAL SERVICES								
100 PROFESSIONAL SERVICES		36,243	0	0	0	0	0	0	0
109 OTHER CONTRACTUAL SERVICES		6,866	0	8,350	3,385	9,100	8,851	9,100	750
T O T A L: CATEGORY	10	43,109*	0*	8,350*	3,385*	9,100*	8,851*	9,100*	750*
CATEGORY	12 OTHER CURRENT EXPENDITURES								
112 TRAVEL		0	0	1,200	49	800	1,500	800	400-
120 OTHER SERVICES		3,859,688	2,962,051	2,772,891	1,985,457	3,247,256	3,122,173	3,547,256	774,365
T O T A L: CATEGORY	12	3,859,688*	2,962,051*	2,774,091*	1,985,506*	3,248,056*	3,123,673*	3,548,056*	773,965*
T O T A L: PROJ/WK PHASE	00000	3,902,797*	3,000,000*	2,820,390*	2,007,224*	3,300,000*	3,175,368*	3,600,000*	779,610*
T O T A L: FND GROUP/FUND	02001	3,902,797*	3,000,000*	2,820,390*	2,007,224*	3,300,000*	3,175,368*	3,600,000*	779,610*
T O T A L: PROGRAM	S350	3,902,797*	3,000,000*	2,820,390*	2,007,224*	3,300,000*	3,175,368*	3,600,000*	779,610*

3311

3311

BPREP REPORT 774

CITY & COUNTY OF SAN FRANCISCO

PAGE: 1

DEPT: 70 CAO

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 70 CAO
 DIVISION 05 PUBLICITY AND ADVERTISING
 PROGRAM 5350 PUBLICITY AND ADVERTISING

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****
 REVISED ----- DEPARTMENTAL REQUESTS ----- MAYOR'S RECOMMENDED -

CLASS.	TITLE	STZO.	RATE	NO. POSNS.	ACTUAL BUDGET	NO. POSNS.	HIGH REQUEST	NO. POSNS.	AMOUNT	SERVICE MAINT. LEVEL	NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT
FND GROUP/FUND	02001 HOTEL TAX FUND													
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE													
OBJECT	001 PERM SALARIES-MISC													
A313EA HOTEL TAX ADMINSTR	090680906	0		1		1		1	23,647		1	23,647	1	23,647
A314EA ASST. HOTEL TAX AD	068880688	0		1		1		1	17,957		1	17,957	1	17,957
TOTAL: OBJECT	001	0*		2*		2*		2*	41,604*		2*	41,604*	2*	41,604*
TOTAL: PROJ/WK PHASE	00000	0*		2*		2*		2*	41,604*		2*	41,604*	2*	41,604*
TOTAL: FND GROUP/FUND	02001	0*		2*		2*		2*	41,604*		2*	41,604*	2*	41,604*
TOTAL: PROGRAM	5350	0*		2*		2*		2*	41,604*		2*	41,604*	2*	41,604*

Department: Chief Administrative Officer
 Program: 5350 - Publicity & Advertising

Object Object Title and Explanation of Change

DESCRIPTION OF THE PUBLICITY & ADVERTISING FUND

Publicity & Advertising Fund provides grants to non-profit cultural programs spanning every arts discipline (museums and visual arts, vocal and instrumental music, dance, theater and multi-arts), a variety of promotional organizations and numerous special events, parades and celebrations. The Fund was established by ordinance in 1961 to support cultural and promotional activity vital to the economic well-being of the City.

Annual appropriations to the Fund are administered by the Chief Administrative Officer in consultation with a broadly-based citizens advisory committee. To assure the widest and fairest distribution of funds to appropriate non-profit programs, a 15-point eligibility criteria serves as a guide for funding decisions. Under this criteria, now operational for three years, agencies receiving P&A funds must: advertise and promote the City; make the City more attractive to visitors, have a positive economic impact on the City; produce consistently high-quality work; preserve the City's cultural identity; and reach a broad number of people.

Revenues from the hotel tax provide 100% of the dollars appropriated to the P&A Fund. Since the inception of the hotel tax, this revenue has grown markedly. In the current year, the tax (at 9.75%) is expected to generate \$28.5 million.

CATEGORIES OF SUPPORT

Objectives of the P&A Fund are achieved by financially supporting the activities of:

- 1) World-reknowned cultural institutions, as well as unique and worthy non-profit organizations representing every discipline in the performing and visual arts:
 - a) Exhibitions - This category is composed of modern, historical and ethnic museums and galleries; art exhibitions and film festivals; located throughout the City.
 - b) Music Concerts - The category of Music Concerts encompasses music festivals, chamber ensembles, vocal groups, symphony and grand opera.
 - c) Other Events - This heading represents Dance, Theater and Multi - Arts.

Dance: The City's dance companies offer a repertoire of classical and modern dance, as well as a diversity of ethnic dance. San Francisco's reputation in dance is second only to New York.

Theater: Non-profit theater companies in San Francisco showcase a repertoire encompassing contemporary, traditional, social satire, pantomime and circus arts. Several of the nation's most highly-respected repertory theater companies

Object Object Title and Explanation of Change

Multi-Arts: These programs provide a range of arts programs including dance, music and theater. This heading also includes major neighborhood cultural centers which lend performance space and technical support to emerging ethnic arts groups.

- 2) The San Francisco Convention & Visitors Bureau, the City's major convention and trade show booking agent:

The Convention Bureau is the primary organizing, promoting and soliciting force behind the tourist industry. It is the main booking agent for all major conventions and related activities and is responsible for publicizing the City's annual parades and cultural events to prospective tourists. With the George R. Moscone Convention Center nearing completion, the integral role the Bureau plays in coordinating San Francisco's tourist industry will become increasingly important.

- 3) Parades and festivals showcasing the variety of cultural resources found in San Francisco:

During 1980/81, the P&A Fund supported seven major parades and numerous special events and celebrations representing the American Indian, Hispanic, Chinese, Japanese, Black and Samoan communities. These activities bridge the gap between the neighborhoods and City Hall, carry on the traditions of the City's multi-ethnic heritage and enhance the City's reputation as a cosmopolitan center.

- 4) Promotional and tourist serving agencies:

These organizations serve not only the pleasure trip visitors, but foreign dignitaries and professionals; military personnel; and special populations such as refugees and the indigents. These groups are the first contact with San Francisco for many visitors, thus their work is a key factor in enhancing the City's reputations.

- 5) Administration of the Fund:

The Fund's administration is cost-efficient. A two-person staff evaluates the programming and management of each applicant for P&A funding. Administrative costs run less than 2% of the annual budget.

All non-profit cultural organizations share a common need-- the financial support of public and private funding sources. No arts agency can survive solely on income from its box office receipts. Many agencies provide free services to youth, the aged and indigent, who cannot afford to pay. Thus the reliance on philanthropic sources becomes even greater as the competition for these dollars is ever increasing.

Even now arts organizations function at subsistence level. For these labor intensive organizations, cuts will necessarily be made in staff and programming. In a city that is one of the nation's cultural centers

Department: CHIEF ADMINISTRATIVE OFFICERProgram: 5350 - Publicity & Advertising FundObject Object Title and Explanation of Change

12 TRAVEL

<u>Maintenance Level</u>	<u>High Level</u>	<u>Low Level</u>
\$800.00	\$800.00	\$800.00

Travel expenses are used by P&A staff for purpose of monitoring agencies receiving P&A funds. All "site visits" are within San Francisco. Costs cover car fare and lunch meetings. Travel expenses are also used for conference registration fees and membership dues in the Northern California Foundations Group.

Object Object Title and Explanation of Change

3341

3341

MBO-BUDGET REPORT 103-C

RUN NSR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 70 CAO

DATE: 05/14/81

FISCAL YEAR 1981-82

DEPT PAGE: 13

* PROGRAM LEVEL *

TIME: 09:07

MBO PROGRAM SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 70 CAO

PROGRAM: 7201 ANIMAL WELFARE

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
PROGRAM REVENUE SUMMARY:								
GENERAL FUND REVENUES - CREDITED TO DEPT	52,060	65,800	65,800	24,962	65,800	85,800	85,600	0
GENERAL FUND UNALLOCATED	376,323	412,200	412,200	206,357	512,200	454,080	512,200	100,000
SPECIAL FUND REVENUES - CREDITED TO DEPT	191,597	200,000	200,000	117,681	200,000	200,000	200,000	0
TOTAL BUDGETED	620,000	698,000	698,000	349,000	798,000	739,880	798,000	100,000
TOTAL PROGRAM	620,000	698,000	698,000	349,000	798,000	739,880	798,000	100,000
PROGRAM EXPENDITURE SUMMARY:								
CONTRACTUAL SERVICES	620,000	698,000	698,000	349,000	798,000	739,880	798,000	100,000
TOTAL BUDGETED	620,000	698,000	698,000	349,000	798,000	739,880	798,000	100,000
TOTAL PROGRAM	620,000	698,000	698,000	349,000	798,000	739,880	798,000	100,000

MBO-BUOSET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

OEPT: 70 CAO

DATE: 05/14/81

FISCAL YEAR 1981-82

OEPT PAGE: 12

* PROGRAM LEVEL *

TIME: 09:07

M B O P E R F O R M A N C E B U O G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 70 CAO

PROGRAM: 7201 ANIMAL WELFARE

* --GDAL:

TO PROVIDE SHELTER AND ANIMAL CONTROL
SERVICES FOR THE CITY AND COUNTY OF SAN
FRANCISCO.

--OBJECTIVES: RNA TO PROVIDE PUBLIC ACCESS TO THE ANIMAL
FROM 11AM TO 6PM. AND PROVIDE FOR SEVEN
DAY A WEEK, 24-HOUR EMERGENCY SERVICE.

O8J OATE SPAN: 81/01-81/12

RNB TO PROVIDE A CONCENTRATED ADOPTION
PROGRAM AT THE SHELTER, AND TO REMIT THE
ADOPTION FEES TO THE CITY/COUNTY.

81/01-81/12

RNC TO PROVIDE AN ANIMAL CONTROL SERVICE
WITH TRAINED ANIMAL HANDLERS THAT WILL
RESPOND TO EMERGENCIES; IMPOUND STRAY
DOGS AND ISSUE CITATIONS FOR VIOLATIONS
OF ANIMAL CONTROL LAWS.

81/01-81/12

* TYPE T	MEASURE	1979-80 ACTUAL	1980-81 REVISED	1ST 6 MD ACTUAL	LOW REQUEST	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM.
----------	---------	-------------------	--------------------	--------------------	----------------	-----------------	----------------	--------------------

-WORKLOAD:

RNA 10 M	ANIMALS RECEIVED	2,756	2,900	.	2,900	2,900	2,900	2,900
RNB 10 M	ANIMALS ADOPTED	7,237	8,000	.	8,000	8,000	8,000	8,000
RNC 10 M	ANIMALS IMPOUNDED	2,965	22,500	.	22,500	22,500	22,500	22,500
RNC 11 M	MILES PATROLLED	53,996	55,000	.	55,000	55,000	55,000	55,000
RNC 12 M	EMERGENCIES RESPONDED TO	3,861	4,000	.	4,000	4,000	4,000	4,000
RNC 13 M	REFUDPTS/CALLS/ASSMT RESPONDED TO	98,132	100,000	.	100,000	100,000	100,000	100,000
RNC 14 M	CITATIONS ISSUED	2,462	2,500	.	2,500	2,500	2,500	2,500

8PREP REPORT 770

CITY & COUNTY OF SAN FRANCISCO

DEPT: 70 CAO

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 70 CAO
 DIVISION 20 PUBLIC POUND
 PROGRAM 7201 ANIMAL WELFARE

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****
 -DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDED--

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND	01001 GENERAL FUND								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	10 CONTRACTUAL SERVICES								
100 PROFESSIONAL SERVICES		620,000	698,000	698,000	349,000	798,000	739,880	798,000	100,000
T O T A L: CATEGORY	10	620,000*	698,000*	698,000*	349,000*	798,000*	739,880*	798,000*	100,000*
T O T A L: PROJ/WK PHASE	00000	620,000*	698,000*	698,000*	349,000*	798,000*	739,880*	798,000*	100,000*
T O T A L: FND GROUP/FUND	01001	620,000*	698,000*	698,000*	349,000*	798,000*	739,880*	798,000*	100,000*
T O T A L: PROGRAM	7201	620,000*	698,000*	698,000*	349,000*	798,000*	739,880*	798,000*	100,000*

LINE - ITEM EXPLANATIONSDepartment: CAO 70 20 00Program: 7201 - Animal WelfareObject Object Title and Explanation of Change100 - Professional Services

The SPCA contractual request has been made in the amount of \$798,000 which represents a 14.3% increase over their 1980-81 contract.

Detail to the \$798,000 computation has been provided by the SPCA as follows:

	<u>1981-82</u>	<u>Increase over 1980-81</u>
SF/SPCA Salaries/Taxes for shelter/animal control personnel.	\$522,000	5.9%
Insurance/maintenance/ repairs/utilities.	\$ 82,000	38.9%
Office expenses/outside and professional services/ auto/printing.	\$132,700	49.1%
Equipment rental.	\$ 20,300	1.5%
Facility rental.	\$ 41,000	10.8%

Object Object Title and Explanation of Change

3348

3348

MBD-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 70 CAO

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

DEPT PAGE:

M B O P R O G R A M S U M M A R Y B Y M A J O R C A T E G O R Y

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 70 CAO

PROGRAM: 6215 BOND INTEREST REDEMPTION

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* - - - - - PROGRAM REVENUE SUMMARY: - - - - -								
GENERAL FUND UNALLOCATED	827,929-	356,191-	356,191-	92,942	318,683-	318,683-	318,683-	37,508
SPECIAL FUND REVENUES - CREDITED TO DEPT	27,714,795	26,283,946	26,283,946	25,834,813	24,473,296	24,473,296	24,473,296	1,810,650-
TOTAL BUDGETED	26,886,866	25,927,755	25,927,755	25,927,755	24,154,613	24,154,613	24,154,613	1,773,142-
TOTAL PROGRAM	26,886,866	25,927,755	25,927,755	25,927,755	24,154,613	24,154,613	24,154,613	1,773,142-
* - - - - - PROGRAM EXPENDITURE SUMMARY: - - - - -								
DEBT SERVICES	26,886,866	25,927,755	25,927,755	25,927,755	24,154,613	24,154,613	24,154,613	1,773,142-
TOTAL BUDGETED	26,886,866	25,927,755	25,927,755	25,927,755	24,154,613	24,154,613	24,154,613	1,773,142-
TOTAL PROGRAM	26,886,866	25,927,755	25,927,755	25,927,755	24,154,613	24,154,613	24,154,613	1,773,142-

3349

3349

BPPREP REPORT 770

CITY & COUNTY OF SAN FRANCISCO

PAGE: 2

DEPT: 70 CAD

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MS: 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 70 CAD
 DIVISION 40 CAD GENERAL CITY RESPONSIBILITIES
 PROGRAM 6215 BOND INTEREST REDEMPTION

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****
 -DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDED--

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GRDUR/FUND	07001 BOND INTEREST AND REDEMPTION								
PRDJ/WK PHASE	00000 PRDJ WK RH NOT APPLICABLE								
CATEGORY	40 DEBT SERVICE	26,886,866	25,927,755	25,927,755	25,927,755	24,154,613	24,154,613	24,154,613	1,773,142-
	400 DEBT SERVICE								
T D T A L: CATEGORY	40	26,886,866*	25,927,755*	25,927,755*	25,927,755*	24,154,613*	24,154,613*	24,154,613*	1,773,142-
T D T A L: PRDJ/WK PHASE	00000	26,886,866*	25,927,755*	25,927,755*	25,927,755*	24,154,613*	24,154,613*	24,154,613*	1,773,142-
T D T A L: FND GRDUR/FUND	07001	26,886,866*	25,927,755*	25,927,755*	25,927,755*	24,154,613*	24,154,613*	24,154,613*	1,773,142-
T D T A L: PROGRAM	6215	26,886,866*	25,927,755*	25,927,755*	25,927,755*	24,154,613*	24,154,613*	24,154,613*	1,773,142-



FORM 4250

CITY & COUNTY OF SAN FRANCISCO

BUDGET EXPLANATIONS

FISCAL YEAR

70 CA0--Bond Interest and Redemption

DEPARTMENT, BOARD, OR COMMISSION

FUND GROUP	FUND	DEPT	DIV	SEC
---------------	------	------	-----	-----

The Budget proposes payment of \$24,154,613 from the General Fund re the City's General Obligation bond debt. This total amount consists of \$6,584,613 in interest and \$17,570,000 in principal.

The following table lists by issue both the amounts due of General Obligation bonds from the General Fund, and the amounts due on other issues. Greater detail is provided in Schedule A.

SUMMARY	INTEREST	PRINCIPAL	TOTAL
General City - Total Bond Service Requirements.	\$6,584,613	\$17,570,000	\$24,154,613
Public Service Enterprises Total Bond Service Requirements.	\$3,686,745	\$ 6,840,000	\$10,526,745
Waste Water Management - Total bond service Requirements.	\$4,279,735	\$ 6,405,000	\$10,684,735
TOTAL - All Bond Funds	\$14,551,093	\$30,815,000	\$45,366,093

SCHEDULE A -- BUDGET EXPLANATIONS

NAME OF BOND FUND	INTEREST	PRINCIPAL	TOTAL
Playgrnd. & Rec. Centers, 1955	\$ 6,125	\$ 50,000	\$ 31,125
Hall of Justice, 1956	4,100	50,000	54,100
Street Lighting, 1964	101,590	425,000	526,590
Schools, 1964	282,220	1,960,000	2,242,220
Fire Department, 1964	20,910	255,000	275,910
Log Cabin, 1964	3,040	90,000	93,040
Medical Center, 1965	453,650	2,245,000	2,698,650
Mkt. St. Reconstruction, 1968	573,550	1,635,000	2,208,550
Fire Protection, 1971	228,780	540,000	768,780
St. & Pkwy. Lighting, 1972	262,360	230,000	492,360
Public Sch. Bldg. Imprmnt, 1973	1,444,108	1,890,000	3,334,108
Irrigation System, 1977	308,310	150,000	458,310
Fire Protection System, 1974	119,615	155,000	274,615
Fire Protection System, 1977	203,254	100,000	303,254
GENERAL CITY BOND SERVICE REQUIREMENTS--SCHED. PAYMENTS	\$4,011,612	9,750,000	13,761,612
ESTIMATED SALES	--	--	--
TOTAL GEN. CITY BOND SERVICE REQUIREMENTS	\$4,011,612	9,750,000	13,761,612
Municipal Water Supply, 1972	1,257,501	1,060,000	2,317,501
Hetch Hetchy Power, 1955	18,212	235,000	253,212
Municipal Water System, 1961	1,297,288	6,525,000	7,822,288
GRAND TOTAL GENERAL CITY OBLIGATIONS	\$6,584,613	17,570,000	24,154,613
Airport, 1967	2,188,145	5,640,000	7,828,145
Harbor Improvement, 1971	1,498,600	1,200,000	2,698,600
P.S.E. - SCHEDULED BOND SERVICE REQUIREMENTS	3,686,745	6,840,000	10,526,745
P.S.E. ESTIMATED SERVICE REQUIREMENTS - BOND SALES	--	--	--
P.S.E. - TOTAL BOND SERVICE REQUIREMENTS	3,686,745	6,840,000	10,526,745
Sewers, 1954	1,640	20,000	21,640
Sewers, 1960	20,250	150,000	170,250
Sewerage & Sewage Disposal, '64	182,640	1,045,000	1,227,640
Sewage & Water Pollution Control, 1968	370,190	1,345,000	1,715,190
Water Pollution Control, 1970	2,502,265	3,050,000	5,552,265
Sewer System, 1972	1,202,750	795,000	1,997,750
TOTAL BOND SERVICE REQUIREMENTS--WASTEWATER MGMT.	\$4,279,735	6,405,000	10,684,735

8PREP REPORT 740

CITY AND COUNTY OF SAN FRANCISCO
FISCAL YEAR 1981-82

DEPT: 71 REAL ESTATE

RUN DATE: 05/13/81

DEPARTMENT REVENUE SUMMARY
BY FUND

DEPT: 71 REAL ESTATE

508- OBJECT	REVENUE DESCRIPTION	1979-80 ACTUAL	***** 1980-81 ***** ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS ACTUAL	***** 1981-82 ***** HIGH REQUEST	MAINT LEVEL RECOMMENDED	MAYOR'S C
----------------	---------------------	-------------------	---	-------------------	---------------------	--	----------------------------	-----------

GENERAL FUND REVENUES CREDITED TO DEPT:

* GENERAL FUND UNALLOCATED		549,556	554,051	555,051	329,255	441,228	443,106	441,228
** TOTAL DEPT GEN FUND + SPECIAL FUND REVENUE		549,556	554,051	555,051	329,255	441,228	443,106	441,228

3352

3352

MSO-BUDGET REPORT I01-C

RUN NBR: 80/13/I3

CITY AND COUNTY OF SAN FRANCISCO

OEPT: 7I REAL ESTATE

DATE: 05/14/81

FISCAL YEAR 1981-82

TIME: 09:07

OEPT PAGE:

DEPARTMENTAL SUMMARY BY PROGRAM

MSA: 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT: 7I REAL ESTATE

ORGANIZATION/PROGRAM TITLES	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	IST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
----- P R O G R A M S -----								
ADMINISTRATION	549,556	554,051	555,051	329,255	441,228	443,106	441,228	113,823
DIRECT SERVICES	0	0	0	0	0	0	0	0
DEPARTMENT TOTALS:								
BUDGETED OPERATING EXPENDITURES	549,556	554,051	555,051	329,255	441,228	443,106	441,228	113,823
TOTAL OPERATING EXPENDITURES	549,556	554,051	555,051	329,255	441,228	443,106	441,228	113,823

3353

3353

MDO-BUOGET REPORT 102-C

RUN NBP: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 71 REAL ESTATE

DATE: 05/14/81

FISCAL YEAR 1981-82

DEPT PAGE: 2

* DEPARTMENT LEVEL *

TIME: 09:07

DEPARTMENTAL SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT : 71 REAL ESTATE

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* DEPARTMENT REVENUE SUMMARY:								
GENERAL FUND UNALLOCATED	549,556	554,051	555,051	329,255	441,228	443,106	441,228	113,823-
* DEPARTMENT EXPENDITURE SUMMARY:								
LABOR COSTS	731,899	1,161,244	1,257,439	420,834	1,274,926	1,276,080	1,274,926	17,487
OVERHEAD	114,411	76,517	76,517	0	0	0	0	76,517-
CONTRACTUAL SERVICES	37,493	125,865	125,865	60,102	125,865	133,417	125,865	0
OTHER CURRENT EXPENDITURES	668,772	387,731	688,365	447,111	260,875	259,991	260,875	427,490-
EQUIPMENT/CAPITAL OUTLAY	0	710	1,560	0	0	0	0	1,560-
SERVICES OF OTHER DEPARTMENTS	6,604	9,267	10,267	41	12,267	9,485	12,267	2,000
RECOVERIES	1,009,623-	1,207,283-	1,604,962-	598,833-	1,232,705-	1,235,867-	1,232,705-	372,257
TOTAL BUDGETED	549,556	554,051	555,051	329,255	441,228	443,106	441,228	113,823-
TOTAL DEPARTMENT	549,556	554,051	555,051	329,255	441,228	443,106	441,228	113,823-
* DEPARTMENT EMPLOYMENT SUMMARY:								
AUTHORIZED POSITIONS:								
PERMANENT POSITIONS	5	4	4		4	4	4	0
INTERDEPT WORK ORDER POSITIONS	29	31	31		31	31	31	0
TOTAL BUDGETED	34	35	35		35	35	35	0
TOTAL DEPARTMENT	34	35	35		35	35	35	0

3351

3351

MDO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 71 REAL ESTATE

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

DEPT PAGE:

M B O P R O G R A M S U M M A R Y B Y M A J O R C A T E G O R Y

HSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPT : 71 REAL ESTATE
 PROGRAM: 6285 ADMINISTRATION

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
PROGRAM REVENUE SUMMARY:								
GENERAL FUND UNALLOCATED	549,556	554,051	555,051	329,255	441,228	443,106	441,228	113,823
PROGRAM EXPENDITURE SUMMARY:								
LABOR COSTS	180,241	182,102	182,102	84,876	199,345	200,499	199,345	17,243
CONTRACTUAL SERVICES	306	0	0	0	0	0	0	0
OTHER CURRENT EXPENDITURES	363,591	364,972	364,972	244,379	235,616	236,302	235,616	129,355
EQUIPMENT/CAPITAL OUTLAY	0	710	710	0	0	0	0	710
SERVICES OF OTHER DEPARTMENTS	5,418	6,267	7,267	0	6,267	6,305	6,267	1,000
TOTAL BUDGETED	549,556	554,051	555,051	329,255	441,228	443,106	441,228	113,823
TOTAL PROGRAM	549,556	554,051	555,051	329,255	441,228	443,106	441,228	113,823

PROGRAM EMPLOYMENT SUMMARY:

AUTHORIZED POSITIONS:

PERMANENT POSITIONS	5	4	4		4	4	4	0
TOTAL BUDGETED	5	4	4		4	4	4	0
TOTAL PROGRAM	5	4	4		4	4	4	0

3355

3355

MDO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 71 REAL ESTATE

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

OEPT PAGE: 3

M B O P E R F O R M A N C E B U O G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 71 REAL ESTATE

PROGRAM: 6285 ADMINISTRATION

* - - - - -

--GOAL: TO ADMINISTER, MAINTAIN AND IMPROVE
UPON EXISTING POLICIES AND METHODS
EFFECTING ALL ACTIVITIES AND FUNCTIONS
OF THE CITY AND COUNTY RELATING TO REAL
PROPERTY

DEPT: 71 REAL ESTATE

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 71 REAL ESTATE
DIVISION 01 ADMINISTRATION
PROGRAM 6285 ADMINISTRATION

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND 01001 GENERAL FUND									
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE									
CATEGORY 01 PERSONAL SERVICES									
001	PERM SALARIES-MISC	134,106	150,021	150,021	69,962	161,224	162,207	161,224	11,203
017	RETROACTIVE PERSONAL SERVICE	6,311	0	0	0	0	0	0	0
060	MANDATORY FRINGE BENEFITS	39,824	32,081	32,081	14,914	38,121	38,292	38,121	6,040
T O T A L: CATEGORY 01		180,241*	182,102*	182,102*	84,876*	199,345*	200,499*	199,345*	17,243*
CATEGORY 10 CONTRACTUAL SERVICES									
109	OTHER CONTRACTUAL SERVICES	306	0	0	0	0	0	0	0
T O T A L: CATEGORY 10		306*	0*	0*	0*	0*	0*	0*	0*
CATEGORY 12 OTHER CURRENT EXPENDITURES									
120	OTHER SERVICES	3,873	5,000	5,000	3,582	5,000	5,650	5,000	0
130	MATERIALS AND SUPPLIES	485	600	600	176	600	636	600	0
140	FIXED CHARGES	18,135	18,169	18,169	18,169	18,346	18,346	18,346	177
146	RENTAL OF PROPERTY	285,000	285,000	285,000	166,250	0	0	0	285,000-
T O T A L: CATEGORY 12		307,493*	308,769*	308,769*	188,177*	23,946*	24,632*	23,946*	284,823-
CATEGORY 24 EQUIPMENT/CAPITAL PURCHASES									
220	EQUIPMENT PURCHASE	0	710	710	0	0	0	0	710-
T O T A L: CATEGORY 24		0*	710*	710*	0*	0*	0*	0*	710-
CATEGORY 30 SERVICES OF OTHER DEPTS									
303	REAL ESTATE	4,779	5,312	6,312	0	5,312	5,312	5,312	1,000-
310	CENTRAL SHOP	0	316	316	0	316	316	316	0
350	REPRODUCTION	639	639	639	0	639	677	639	0
T O T A L: CATEGORY 30		5,418*	6,267*	7,267*	0*	6,267*	6,305*	6,267*	1,000-
T O T A L: PROJ/WK PHASE 00000		493,458*	497,848*	498,848*	273,053*	229,558*	231,436*	229,558*	269,290-
T O T A L: FND GROUP/FUND 01001		493,458*	497,848*	498,848*	273,053*	229,558*	231,436*	229,558*	269,290-

3357

BPRER REPORT 770

CITY & COUNTY OF SAN FRANCISCO

PAGE:

4

3357

DEPT: 71 REAL ESTATE

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 71 REAL ESTATE
DIVISION 01 ADMINISTRATION
PROGRAM 6285 ADMINISTRATION

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	-DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDED--		VS. REVISED BUDGET
						HIGH REQUEST	SVC. MAINT. LEVEL	
FND GROUP/FUND	02071 OFF STREET PARKING							
PPOJ/WK PHASE	00000 PPOJ WK PH NOT APPLICABLE							
CATEGORY	12 OTHER CURRENT EXPENDITURES							
140 FIXED CHARGES		56,098	56,203	56,203	56,202	211,670	211,670	211,670 155,467
T O T A L: CATEGORY	12	56,098*	56,203*	56,203*	56,202*	211,670*	211,670*	211,670* 155,467*
T O T A L: PPOJ/WK PHASE	00000	56,098*	56,203*	56,203*	56,202*	211,670*	211,670*	211,670* 155,467*
T O T A L: FND GROUP/FUND	02071	56,098*	56,203*	56,203*	56,202*	211,670*	211,670*	211,670* 155,467*
T O T A L: PROGRAM	6285	549,556*	554,051*	555,051*	329,255*	441,228*	443,106*	441,228* 113,823-

DEPT: 71 REAL ESTATE

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 71 REAL ESTATE
 DIVISION 01 ADMINISTRATION
 PROGRAM 6285 ADMINISTRATION

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

CLASS.	TITLE	STZO.	RATE	ACTUAL	REVISED	DEPARTMENTAL REQUESTS		MAYOR'S RECOMMENDED	
				NO. POSNS.	BUDGET	HIGH REQUEST	SERVICE MAINT. LEVEL	NO. POSNS.	AMOUNT
FND GROUP/FUND	01001 GENERAL FUND								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
OBJECT	001 PERM SALARIES-MISC								
1446 A SENIOR CLERK STENO	0560B0674	1		0	0	0	0	0	0
4110 A RENTAL PROPERTY SU	102781243	1		1	1	31,458	1	32,441	1
4140 A RIGHT-OF-WAY AGENT	100381214	1		1	1	31,684	1	31,684	1
4144 A ASSISTANT DIRECTOR	1463B1773	1		1	1	46,274	1	46,274	1
4150 A DIRECTOR OF PROPER	1634B1985	1		1	1	51,808	1	51,808	1
TOTAL: OBJECT	001	5*		4*	4*	161,224*	4*	162,207*	4*
TOTAL: PROJ/WK PHASE	00000	5*		4*	4*	161,224*	4*	162,207*	4*
TOTAL: FND GROUP/FUND	01001	5*		4*	4*	161,224*	4*	162,207*	4*
TOTAL: PROGRAM	6285	5*		4*	4*	161,224*	4*	162,207*	4*

LINE - ITEM EXPLANATIONS

Department: 71 REAL ESTATE
 Program: ADMINISTRATION

Object Object Title and Explanation of Change

001 PERMANENT SALARIES AND MANDATORY FRINGE BENEFITS
 060 EXPLANATION OF PERMANENT SALARIES AND MANDATORY
 FRINGE BENEFITS AT LOW LEVEL (91%) AND HIGH LEVEL
 (100%) IS DETAILED ON REPORT ENTITLED "INCREMENT
 NARRATIVES".
MAYOR'S COMMENTS:

110 FIXED CHARGES

<u>LOW LEVEL</u>	<u>HIGH LEVEL</u>	<u>MAINT. LEVEL</u>
18,346	18,346	18,346

ONLY ITEM HEREIN IS MANDATED POSSESSORY INTEREST
 TAX ON CITY-OWNED MIDTOWN PARK APARTMENTS COMPLEX,
 DEARY AND DIVISADERO STREETS. THIS ITEM IS \$177
 ABOVE FISCAL YEAR 1980-81, AMOUNT BEING FIXED BY
 COUNTY ASSESSOR.

MAYOR'S COMMENTS:

Object Object Title and Explanation of Change

3300

3300

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/I3

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 71 REAL ESTATE

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

DEPT PAGE: 6

MBO PROGRAM SUMMARY 8Y MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 71 REAL ESTATE

PROGRAM: 6286 DIRECT SERVICES

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED

PROGRAM REVENUE SUMMARY:								
GENERAL FUND UNALLOCATED	0	0	0	0	0	0	0	0

PROGRAM EXPENDITURE SUMMARY:								
LABOR COSTS	551,658	979,142	1,075,337	335,958	1,075,581	1,075,581	1,075,581	244
OVERHEAD	114,411	76,517	76,517	0	0	0	0	76,517-
CONTRACTUAL SERVICES	37,187	125,865	125,865	60,102	125,865	133,417	125,865	0
OTHER CURRENT EXPENDITURES	305,181	22,759	323,393	202,732	25,259	23,689	25,259	298,134-
EQUIPMENT/CAPITAL OUTLAY	0	0	850	0	0	0	0	850-
SERVICES OF OTHER DEPARTMENTS	1,186	3,000	3,000	41	6,000	3,180	6,000	3,000
RECOVERIES	1,009,623-	1,207,283-	1,604,962-	598,833-	1,232,705-	1,235,867-	1,232,705-	372,257
TOTAL BUDGETED	0	0	0	0	0	0	0	0
TOTAL PROGRAM	0	0	0	0	0	0	0	0

PROGRAM EMPLOYMENT SUMMARY:								
AUTHORIZED POSITIONS:								
INTERDEPT WORK ORDER POSITIONS	29	31	31		31	31	31	0
TOTAL BUDGETED	29	31	31		31	31	31	0
TOTAL PROGRAM	29	31	31		31	31	31	0

3361

3361

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 71 REAL ESTATE

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

DEPT PAGE: 5

M B O P E R F O R M A N C E B U D G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 71 REAL ESTATE

PROGRAM: 6286 DIRECT SERVICES

* -----*

--GOAL: TO PROVIDE REAL ESTATE SERVICE TO THE
REQUESTING DEPARTMENTS WITH HIGH PRO-
FESSIONAL STANDARDS, IN A TIMELY BASIS,
AND UNDER TERMS FAVORABLE TO THE CITY.

--OBJECTIVES: RRA TO PROVIDE DETAIL APPRAISALS OF ALL REAL PROPERTY FOR THE ACQUISITION SALE,
LEASE AND EASEMENTS FOR THE REQUESTING
DEPARTMENTS AND AGENCIES. OBJ DATE SPAN: 81/01-81/12

RRB TO PRERARE RESOLUTIONS FOR PRESENTATION TO THE BOARD OF SUPERVISORS ON ACQUISITION AND LEASING AND/OR SALE OF PROPERTY 81/01-81/12

RRC TO NEGOTIATE WITH OWNERS, ATTORNEYS AND THEIR REPRESENTATIVES AND PUBLIC AGENCIES FOR THE PURCHASE OF PROPERTIES UNDER TERMS FAVORABLE TO THE CITY. 81/01-81/12

* -----*		1979-80	1980-81	1ST 6 MO	LOW	HIGH	MAINT	MAYOR'S
TYPE	T	ACTUAL	REVISED	ACTUAL	REQUEST	REQUEST	LEVEL	RECOMM.
OBJ/MEAS O		M E A S U R E						
* -----*		* -----*						

-WORKLOAD:

RRA 10 M	ACQUISITIONS	10	10	.	10	10	10	10
RRA 11 M	LEASES & PERMITS	940	955	.	980	980	980	980
RRA 12 M	DETAILED APPRAISALS	400	760	.	770	770	770	770
RRA 13 M	FRELIMINARY APPRAISALS	80	85	.	90	90	90	90
RRA 14 M	PRELIM SURVEYS-CLEAN WATER PROGRAM	25	1,200	.	1,250	1,250	1,250	1,250
RRA 15 M	APPRAISALS(FACE & RAP PROGRAMS)	164	159	.	129	129	129	129
RRC 10 M	SALES	15	15	.	15	15	15	15

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

DEPT: 71 REAL ESTATE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 71 REAL ESTATE
DIVISION 02 DIRECT SERVICES
PROGRAM 6286 DIRECT SERVICES

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	5VC. MAINT. LEVEL	AMOUNT	V5. REVISED BUDGET
FNO GROUP/FUND 08099 WORK ORDER									
PROJ/WK PHASE 00000 PROJECT/WORK PHASE NOT APPLICABLE									
CATEGORY 01 PERSONAL SERVICES									
	001 PERM SALARIES-MISC	384,165	783,804	784,352	254,857	856,043	856,043	856,043	71,691
	060 MANDATORY FFRINGE BENEFITS	110,849	195,338	195,338	56,179	219,538	219,538	219,538	24,200
T O T A L: CATEGORY 01		495,014*	979,142*	979,690*	311,036*	1,075,581*	1,075,581*	1,075,581*	95,891*
CATEGORY 09 OVERHEAD									
	090 DEPARTMENT OVERHEAD	114,411	76,517	76,517	0	0	0	0	76,517-
T O T A L: CATEGORY 09		114,411*	76,517*	76,517*	0*	0*	0*	0*	76,517-
CATEGORY 10 CONTRACTUAL SERVICES									
	100 PROFESSIONAL SERVICES	37,187	94,365	94,365	42,020	94,365	100,027	94,365	0
	109 OTHER CONTRACTUAL SERVICES	0	31,500	31,500	18,082	31,500	33,390	31,500	0
T O T A L: CATEGORY 10		37,187*	125,865*	125,865*	60,102*	125,865*	133,417*	125,865*	0*
CATEGORY 12 OTHER CURRENT EXPENDITURES									
	111 USE OF EMPL CARS	8,687	14,259	14,259	4,260	14,259	14,259	14,259	0
	120 OTHER SERVICES	41,266	6,000	6,000	536	6,000	6,780	6,000	0
	130 MATERIALS AND SUPPLIES	2,319	2,500	2,500	2,876	5,000	2,650	5,000	2,500
	160 REFUGEES-REPATRIATION AIO	10,912	0	0	0	0	0	0	0
	204 PRIOR YEAR W/O LOAD	241,997	0	300,634	195,060	0	0	0	300,634-
T O T A L: CATEGORY 12		305,181*	22,759*	323,393*	202,732*	25,259*	23,689*	25,259*	298,134-
CATEGORY 24 EQUIPMENT/CAPITAL PURCHASES									
	220 EQUIPMENT PURCHASE	0	0	850	0	0	0	0	850-
T O T A L: CATEGORY 24		0*	0*	850*	0*	0*	0*	0*	850-
CATEGORY 30 SERVICES OF OTHER DEPTS									
	303 PEAL ESTATE	18	0	0	41	0	0	0	0
	350 REPRODUCTION	1,168	3,000	3,000	0	6,000	3,180	6,000	3,000
T O T A L: CATEGORY 30		1,186*	3,000*	3,000*	41*	6,000*	3,180*	6,000*	3,000*

DEPT: 71 REAL ESTATE

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA	95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT	71 REAL ESTATE
DIVISION	02 DIRECT SERVICES
PROGRAM	6286 DIRECT SERVICES

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****
 DEPARTMENTAL REQUESTS --MAYOR'S RECOMMENDED--

[illegible]

POSITION CLASSIFICATION DETAIL

DEPT: 71 PEAL ESTATE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 71 PEAL ESTATE
DIVISION 02 DIRECT SERVICES
PROGRAM 6286 DIRECT SERVICES

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

REVISED ----- DEPARTMENTAL REQUESTS ----- MAYOR'S RECOMMENDED -

ACTUAL BUDGET HIGH REQUEST SERVICE MAINT. LEVEL

CLASS.	TITLE	STZO. PATE NO.	POSHS.	NO. POSHS.	NO. POSHS.	AMOUNT	NO. POSHS.	AMOUNT	NO. POSHS.	AMOUNT
--------	-------	----------------	--------	------------	------------	--------	------------	--------	------------	--------

FND GROUP/FUND 08099 WOPK OPOEP

PROJ/WK PHASE 00000 PROJECT/WOPK PHASE NOT APPLICABLE

OBJECT 001 PEPM SALARIES-MISC

1424 A CLERK TYPIST.....	046580560	3	2	2	29,230	2	29,230	2	29,230
1444 A CLERK STENOGRAPHIC	048580583	2	3	3	45,647	3	45,647	3	45,647
1446 A SENIOR CLERK STENO	056080674	1	2	2	35,181	2	35,181	2	35,181
1450 N PRINCIPAL CLERK ST	061180738	0	0	1	19,262	1	19,262	1	19,262
1630 A ACCOUNT CLERK.....	048080578	1	1	1	15,085	1	15,085	1	15,085
1634 A PRINCIPAL ACCOUNT	062580755	0	1	0	0	0	0	0	0
1650 A ACCOUNTANT.....	060580731	1	1	1	19,079	1	19,079	1	19,079
4140 A RIGHT-OF-WAY AGENT	I003B1214	8	8	8	253,483	8	253,483	8	253,483
4142 A SENIOR RIGHT-OF-WAY	I15881401	3	3	3	109,698	3	109,698	3	109,698
4143 A PRINCIPAL RIGHT-OF-WAY	I24381506	3	3	3	117,919	3	117,919	3	117,919
4160 A PEAL PROPERTY LOAN	I00381214	6	6	6	190,111	6	190,111	6	190,111
5362 A CIVIL ENGINEERING	0677B0818	1	1	1	21,348	1	21,348	1	21,348

TOTAL: OBJECT 001

29*

31*

31*

856,043*

31*

856,043*

31*

856,043*

TOTAL: PROJ/WK PHASE 00000

29*

31*

31*

856,043*

31*

856,043*

31*

856,043*

TOTAL: FND GROUP/FUND 08099

29*

31*

31*

856,043*

31*

856,043*

31*

856,043*

TOTAL: PROGRAM 6286

29*

31*

31*

856,043*

31*

856,043*

31*

856,043*

LINE - ITEM EXPLANATIONS

Department: 71 REAL ESTATE
 Program: DIRECT SERVICES

Object Object Title and Explanation of Change

Object Object Title and Explanation of Change

099 REAL ESTATE WORK ORDER PERFORMING

THE REAL ESTATE DEPARTMENT HAS THIRTY-ONE (31) INTERDEPARTMENTAL POSITIONS THAT ARE FUNDED BY WORK ORDERS FROM VARIOUS DEPARTMENTS WHICH REQUEST SERVICES OF THE REAL ESTATE DEPARTMENT. THE WORK ORDER BUDGET AND THE WORK ORDER OVERHEAD BUDGET MUST BE ESTABLISHED UNDER FAMIS AT THE COMMENCEMENT OF EACH FISCAL YEAR. THE WORK ORDER BUDGET AND WORK ORDER OVERHEAD BUDGET MUST SET UP THE FRAMEWORK AGAINST WHICH WORK ORDER OPERATIONS AND THEIR CONSEQUENT CHARGES CAN BE MADE. IT IS THEREFORE ONLY POSSIBLE TO ESTABLISH A THEORETICAL OR IDEAL FRAMEWORK WHICH MUST ENCOMPASS THE HIGHEST POSSIBILITY OF OPERATION FOR THE YEAR. THUS PROVISION MUST BE MADE FOR A FULL STAFF (ALL WORK ORDER POSITIONS FILLED) AS WELL AS FOR ALL EXPENDITURES ANTICIPATED FOR THE YEAR. FOR THIS REASON, WORK ORDER BUDGET AND WORK ORDER OVERHEAD BUDGET CANNOT BE SEPARATED INTO THE LOW, HIGH, AND MAINTENANCE LEVEL. FUNDING BY CITY DEPARTMENTS FOR THE FISCAL YEAR CANNOT BE ANTICIPATED. IN ADDITION, FUNDS MAY BE GIVEN TO US BY DEPARTMENTS WHO HAVE NOT, IN THE PAST, USED OUR SERVICES. IF OPTIMUM WORK ORDER BUDGET AND WORK ORDER OVERHEAD BUDGET ARE NOT ESTABLISHED AT THE OUTSET, THEN AN EXTREMELY LARGE NUMBER OF JOURNAL ENTRIES WOULD HAVE TO BE CONSTANTLY PREPARED THROUGHOUT THE FISCAL YEAR TO BRING THE DOLLAR AMOUNTS OF THE VARIOUS EXPENDITURE ITEMS UP TO THE LEVEL OF FUNDING AND/OR EXPENDITURE SINCE THE AMOUNT OF FUNDS RECEIVED WITH WHICH TO OPERATE, AND THEIR PARALLEL EXPENDITURES CANNOT EXCEED THE AMOUNTS ESTABLISHED INITIALLY IN THE FRAMEWORK OF THE WORK ORDER AND WORK ORDER OVERHEAD BUDGETS.

3366

3366

BPREP REPORT 740

CITY AND COUNTY OF SAN FRANCISCO
FISCAL YEAR 1981-82

DEPT: 78 RECORDER

RUN DATE: 05/13/81

DEPARTMENT REVENUE SUMMARY
BY FUND

DEPT: 78 RECORDER

SUB- OBJECT	REVENUE DESCRIPTION	1979-80 ACTUAL	***** ORIGINAL BUDGET	1980-81 REVISED BUDGET	***** 1ST 6 MOS ACTUAL	***** HIGH REQUEST	1981-82 MAINT LEVEL	***** MAYOR'S C RECOMMENDED
GENERAL FUND REVENUES CREDITED TO DEPT:								
7015	RECORDING FEES	409,018	425,000	425,000	214,600	454,000	454,000	454,000
7099	OTH GEN GVT CHAR	35,835	35,000	35,000	18,824	36,000	36,000	36,000
* TOTAL GEN FUND REVENUE CREDITED TO DEPT		444,853	460,000	460,000	233,424	490,000	490,000	490,000
* GENERAL FUND UNALLOCATED		100,705-	59,511-	63,561	71,664-	46,831-	46,831-	51,261-

SPECIAL FUND REVENUES BY FUND GROUP/FUND:

FG 02 SPECIAL REVENUE FUND GROUP
FUND 503 STATE AUTHORIZED SPECIAL REV FUND

7015	RECORDING FEES	0	0	0	0	100,000	100,000	100,000
*TOTAL SPEC FUND 503 CREDITED TO DEPT		0	0	0	0	100,000	100,000	100,000
**TOTAL SPEC FUND GROUP 02 CREDITED TO DEPT		0	0	0	0	100,000	100,000	100,000
* TOTAL ALL SPEC FG/FUND REV CREDITED TO DEPT		0	0	0	0	100,000	100,000	100,000
** TOTAL DEPT GEN FUND + SPECIAL FUND REVENUE		344,148	400,489	523,561	161,760	543,169	543,169	538,739

3367

3367

MBO-BUDGET REPORT 101-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 78 RECORDER

DATE: 05/14/81

FISCAL YEAR 1981-82

TIME: 09:07

DEPT PAGE: 1

DEPARTMENTAL SUMMARY 8 Y PROGRAM

MSA: 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT: 78 RECORDER

ORGANIZATION/PROGRAM TITLES	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
----- P R O G R A M S -----								
RECORDER	344,148	400,489	523,561	161,760	543,169	543,169	538,739	15,178
DEPARTMENT TOTALS:								
BUDGETED OPERATING EXPENDITURES	344,148	400,489	523,561	161,760	543,169	543,169	538,739	15,178
TOTAL OPERATING EXPENDITURES	344,148	400,489	523,561	161,760	543,169	543,169	538,739	15,178

3368

3368

MBO-BUDGET RERDRT 102-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 78 RECORDER

DATE: 05/14/81

FISCAL YEAR 1981-82

DEPT PAGE: 2

* DEPARTMENT LEVEL *

TIME: 09:07

DEPARTMENTAL SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT : 78 RECORDER

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* DEPARTMENT REVENUE SUMMARY:								
GENERAL FUND REVENUES - CREDITED TO DEPT	444,853	460,000	460,000	233,424	490,000	490,000	490,000	30,000
GENERAL FUND UNALLOCATED	100,705-	59,511-	63,561	71,664-	46,831-	46,831-	51,261-	114,822-
SPECIAL FUND REVENUES - CREDITED TO DEPT	0	0	0	0	100,000	100,000	100,000	100,000
TOTAL BUDGETED	344,148	400,489	523,561	161,760	543,169	543,169	538,739	15,178
TOTAL DEPARTMENT	344,148	400,489	523,561	161,760	543,169	543,169	538,739	15,178
* DEPARTMENT EXPENDITURE SUMMARY:								
LABOR COSTS	298,289	335,635	335,712	141,658	363,090	363,090	358,660	22,948
CONTRACTUAL SERVICES	438	800	800	336	1,140	1,140	1,140	340
OTHER CURRENT EXPENDITURES	24,366	29,475	132,519	4,344	134,510	134,510	134,510	1,991
EQUIPMENT/CAPITAL OUTLAY	1,512	0	19,951	1,675	9,850	9,850	9,850	10,101-
SERVICES OF OTHER DEPARTMENTS	19,543	34,579	34,579	13,747	34,579	34,579	34,579	0
TOTAL BUDGETED	344,148	400,489	523,561	161,760	543,169	543,169	538,739	15,178
TOTAL DEPARTMENT	344,148	400,489	523,561	161,760	543,169	543,169	538,739	15,178
* DEPARTMENT EMPLOYMENT SUMMARY:								
AUTHORIZED POSITIONS:	18	19	19		19	19	19	0
PERMANENT POSITIONS					19	19	19	0
TOTAL BUDGETED	18	19	19		19	19	19	0
TOTAL DEPARTMENT	18	19	19		19	19	19	0

3369

3369

MSO-BUDGET REPORT 103-C

RUN NER: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

OEPT: 78 RECORDER

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

DEPT PAGE: 3

M B O P E R F O R M A N C E B U D G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUR
 DEPT : 78 RECORDER
 PROGRAM: 6216 RECORDER

* --GOAL:

TO PROTECT THE PERSONAL AND PROPERTY
 RIGHTS OF THE PUBLIC BY RECORDING AND
 STORING ALL DOCUMENTS AS PRESCRIBED BY
 LAW; TO RECEIVE AND DEPOSIT ALL RECORD-
 ING FEES, MARRIAGE LICENSE FEES, REAL
 PROPERTY TRANSFER TAX AND OTHER MISCEL-
 LANEUS CHARGES; TO MAKE AVAILABLE
 RECORDED DOCUMENTS TO THE PUBLIC.

--OBJECTIVES: RFA TO EFFICIENTLY PROCESS AND RECORD
 DOCUMENTS BY MAINTAINING AVERAGE
 TURNAROUND TIME OF FIVE DAYS.

OBJ DATE SPAN: 81/01-81/12

RFB TO PROVIDE TIMELY NOTIFICATION TO
 PERSONS WHO HAVE HAD INVOLUNTARY LIENS
 PLACED AGAINST THEM WITHIN TWO WORKING
 DAYS.

81/01-81/12

RFC TO DECREASE THE ACTUAL AMOUNT OF SPACE
 NEEDED FOR THE RECORDER'S OFFICE BY
 MICROFILMING OLD RECORDS WITH 50%
 COMPLETED IN 81-82.

81/01-81/12

TYPE T	MEASURE	1979-80 ACTUAL	1980-81 REVISED	1ST 6 MO ACTUAL	LOW REQUEST	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM.
OBJ/MEAS O								

-EFFECTIVENESS:

RFA 30 M # DAYS-TURNAROUND ON RECORDED DOCS.
 RFB 30 M # DAYS-NOTIFICATION OF INVOLUNT LIEN
 RFC 30 I % MICROFILMING PROJECT COMPLETED

.	5	.	5	5	5	5	5
.	2	.	2	2	2	2	2
.	50.0 %	.	50.0 %	50.0 %	50.0 %	50.0 %	50.0 %

OERT: 78 RECORDER

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 78 RECORDER
PROGRAM 6216 RECORPER

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****
--DEPARTMENTAL REQUESTS-- --MAYOR'S RECOMMENDED--

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND	01001 GENERAL FUND								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
	001 PERM SALARIES-MISC	218,066	262,204	262,204	115,448	296,106	296,106	291,750	29,546
	017 RETROACTIVE PERSONAL SERVICE	14,107	0	77	0	0	0	0	77-
	060 MANDATORY FRINGE BENEFITS	66,116	73,431	73,431	26,210	66,984	66,984	66,910	6,521-
T O T A L: CATEGORY	01	298,289*	335,635*	335,712*	141,658*	363,090*	363,090*	358,660*	22,948*
CATEGORY	10 CONTRACTUAL SERVICES								
	109 OTHER CONTRACTUAL SERVICES	438	800	800	336	1,140	1,140	1,140	340
T O T A L: CATEGORY	10	438*	800*	800*	336*	1,140*	1,140*	1,140*	340*
CATEGORY	12 OTHER CURRENT EXPENDITURES								
	111 USE OF EMPL CARS	0	0	0	0	100	100	100	100
	112 TRAVEL	0	0	0	0	550	550	550	550
	120 OTHER SERVICES	10,423	14,000	117,044	2,905	17,465	17,465	17,465	99,579-
	130 MATERIALS AND SUPPLIES	13,868	15,400	15,400	1,364	16,290	16,290	16,290	890
	144 MEMBERSHIP DUES	75	75	75	75	105	105	105	30
T O T A L: CATEGORY	12	24,366*	29,475*	132,519*	4,344*	34,510*	34,510*	34,510*	98,009-
CATEGORY	24 EQUIPMENT/CAPITAL PURCHASES								
	220 EQUIPMENT PURCHASE	1,512	0	19,951	1,675	9,850	9,850	9,850	10,101-
T O T A L: CATEGORY	24	1,512*	0*	19,951*	1,675*	9,850*	9,850*	9,850*	10,101-
CATEGORY	30 SERVICES OF OTHER DEPTS								
	340 CONTROLLER-DATA PROCESSING	19,283	34,079	34,079	13,593	34,079	34,079	34,079	0
	350 REPRODUCTION	260	500	500	154	500	500	500	0
T O T A L: CATEGORY	30	19,543*	34,579*	34,579*	13,747*	34,579*	34,579*	34,579*	0*
T O T A L: PROJ/WK PHASE	00000	344,148*	400,489*	523,561*	161,760*	443,169*	443,169*	438,739*	84,822-
T O T A L: FND GROUP/FUND	01001	344,148*	400,489*	523,561*	161,760*	443,169*	443,169*	438,739*	84,822-

DEPT: 78 RECORDER

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 78 RECORDER
PROGRAM 6216 RECORDER

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
-----DEPARTMENTAL REQUESTS-----MAYOR'S RECOMMENDED-----									
FND GROUP/FUND	02503 STATE AUTHORIZED SPECIAL REV FUND								
PROJ/WK PHASE	00301 UNASSIGNED TITLE								
CATEGORY	12 OTHER CURRENT EXPENDITURES								
201 PROGRAMMATIC PROJECT BUDG		0	0	0	0	100,000	100,000	100,000	100,000
T O T A L: CATEGORY	12	0*	0*	0*	0*	100,000*	100,000*	100,000*	100,000*
T O T A L: PROJ/WK PHASE	00301	0*	0*	0*	0*	100,000*	100,000*	100,000*	100,000*
T O T A L: FND GROUP/FUND	02503	0*	0*	0*	0*	100,000*	100,000*	100,000*	100,000*
T O T A L: PROGRAM	6216	344,148*	400,489*	523,561*	161,760*	543,169*	543,169*	538,739*	15,178*

3372

3372

SFPEP REPORT 774

CITY & COUNTY OF SAN FRANCISCO

PAGE: 1

DEPT: 78 RECORDER

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 73 RECORDER
 PPCSPAM 6216 RECORDER

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

CLASS.	TITLE	STZD. RATE	ACTUAL		REVISED		DEPARTMENTAL REQUESTS		MAYOR'S RECOMMENDED	
			NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT
FND GROUP/FUNO	01001 GENERAL FUNO									
PROJ/WK PHASE	00000 PROJ WK RH NOT APPLICABLE									
OBJECT	001 RERM SALARIES-MISC									
1129 S CHIEF DEP REGISTRA	0979B1185		0	0	1	26,811	1	26,811	0	0
1404 A CLERK.....	0448B0539		3	3	3	40,971	3	40,971	3	40,971
1404EA CLERK	0448B0539		2	2	1	11,718	1	11,718	2	23,436
1406 A SENIOR CLERK.....	0503B0605		5	5	4	62,418	4	62,418	5	78,023
1408 A PRINCIPAL CLERK...	0611B0738		2	2	2	37,662	2	37,662	2	37,662
1424 A CLERK TYRIST.....	0465B0560		1	1	1	14,615	1	14,615	1	14,615
1424EA CLERK TYRIST	0465B0560		1	1	1	12,724	1	12,724	1	12,724
1426 A SENIOR CLERK TYPIS	0510B0614		2	2	2	31,306	2	31,306	2	31,306
1650ES ACCOUNTANT	0605B0731		0	0	1	15,832	1	15,832	0	0
1750EA MICROPHOTO TECHNIC	0471B0567		2	2	2	24,616	2	24,616	2	24,616
1752 S SP MICROPHOTO TECH	0554B0668		0	0	1	17,433	1	17,433	0	0
1844 A SENIOR MANAGEMENT	0899B1088		0	1	0	0	0	0	1	28,397
T O T A L: OBJECT	001		18*	19*	19*	296,106*	19*	296,106*	19*	291,750*
T O T A L: PROJ/WK PHASE	00000		18*	19*	19*	296,106*	19*	296,106*	19*	291,750*
T O T A L: FND GROUP/FUNO	01001		18*	19*	19*	296,106*	19*	296,106*	19*	291,750*
T O T A L: PROGRAM	6216		18*	19*	19*	296,106*	19*	296,106*	19*	291,750*

3373

3373

BPREP REPORT 778

CITY & COUNTY OF SAN FRANCISCO

PAGE: 1

OEPT: 78 RECORDER

EQUIPMENT DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 78 RECORDER
 PROGRAM 6216 RECORDER

		***** FISCAL YEAR 1981-82 *****							
		----- DEPARTMENTAL REQUESTS -----				----- MAYOR'S RECOMMENDED -----			
EQUIP NO.	DESCRIPTION	PRICE	HIGH REQUEST COUNT	REQUEST AMOUNT	SERVICE MAINT. LEVEL COUNT	AMOUNT	COUNT	AMOUNT	
FND GROUP/FUND	01001 GENERAL FUND								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
OBJECT	220 EQUIPMENT PURCHASE								
9999ZY EQUIPMENT NOT DETAILED		\$0	0	9,850	0	9,850	0	9,850	
T O T A L: OBJECT	220		0*	9,850*	0*	9,850*	0*	9,850*	
T O T A L: PROJ/WK PHASE	00000		0*	9,850*	0*	9,850*	0*	9,850*	
T O T A L: FND GROUP/FUND	01001		0*	9,850*	0*	9,850*	0*	9,850*	
T O T A L: PROGRAM	6216		0*	9,850*	0*	9,850*	0*	9,850*	

LINE - ITEM EXPLANATIONS

Department: 78-RECORDER
 Program: 6216-RECORDER

337

Object Object Title and Explanation of Change

001 Permanent Salaries - Miscellaneous

<u>Low Level</u>	<u>High Level</u>	<u>Maint Level</u>	<u>Mayor's Rec.</u>
296,106	296,106	296,106	291,750

Low Level The Department is authorized 19 positions. No additional personnel are requested. However, the following reclassifications are included:

1. 1650 Accountant instead of 1404 clerk.
2. 1752 Sr. Microphoto Technician instead of al406 clker.
3. 1129 Chief Deputy Recorder instead of 1844 Sr. Mbt. Assistant.

1. The department handles over 9 million dollars a year, and the budget for the last year was \$406,517. a 1404 clerk is maintaining all the accounting records, ordering supplies, submitting voucher payments, handling accounts receivable, blancing the books on a monthly basis, making up payrolls, all of this beyound the duties of a 1404 clerk.

2. The department records over 120,000 documents a year which need to be stamped with book and page numbers, Screened for accuracy and microfilmed before the release of the documents. Once the documents leave the Recorder's Office, errors, if any, discovered cannot be corrected. It is therefore of great importance that a high quality of Standards be maintained and a Sr. Microphoto Technician, having the technical ability that the job requires, supervise two other microphoto technicians.

3. Besides being responsible by law for the Recordation of all documents and the collection of recording and copy fees, the manager of the Recorder's Office must not only have a keen knowledge of Real Estate Laws, but also must have a solid understanding of Federal, State, and Local ordinances governing recordations. This knowledge is imperative if the city is to avoid costly legal entangle-ments. The Recorder's Office takes in over 9 millions annually. The passage of City Ordinance 13-81, Assembly Bill AB3332, authorizes the Recorder's Office to completely modernize and update procedures and equipment in the

Object Object Title and Explanation of Change

High Level.

The Department will have an Accountant to maintain and verifying the accuracy of FAMIS reports. Order for supplies will be placed on time and economy exercised in timely purchases. Bills will be paid within time and overcharges incurred due to delays would be eliminated.

The Recorder is starting a big project of microfilming old records. The Sr. Microphoto Tech. would be able to assure quality and proper filming avoiding duplicate work and save money.

The Department would be collecting additional revenue in the near future on account of documentary transfer tax collectible under the existing city ordinance. Additional training and providing clarification to general public, attorneys and title companies would be a difficult task for the clerical staff working in the recording of documents. The Chief Deputy would be the person responsible for the efficient running of the department with minimal supervision of the Registrar. The City would be spending over \$1000,000 in microfilming project next fiscal year. It is imperative that a person having greater responsibility than the current Sr.Mgt. position be handling these matters. Upgrading of this position would cost \$69.00 biweekly only.

Mayor's Comments

All 19 positions are approved at the current classifications.

Department: 78 RECORDERS

Program: _____

Object Object Title and Explanation of Change

Recorder's Office. This and the increase of services demanded by the public and governmental agencies, makes it imperative that the present procedures be up-dated as quickly as possible in order to maintain a high standard of accuracy in the recordation and maintenance of recorded documents. The current position of Office Manager for the Recorder's Office is held by a 1844 Sr. Management Assistant. All major counties in the Bay Area employ a Chief Deputy Recorder. In that the Office Manager for the Recorder's Office is an extension of the Registrar/ Recorder himself, it is only logical that he should hold the title of Chief Deputy Recorder much in the same manner that there exists a Chief Deputy Registrar in the Registrars Office. The demands and complexities in operating the Recorder's Office more than vindicate having a Chief Deputy Recorder.

Last years budget for salaries was 262,204. The recommended budget for 1981-82 is \$296,106, an increase of \$33,902 which includes cost of living increase of 10% recommended by the Civil Service Commission.

If the three positions recommended for reclassification will not take place, this will mean that there will be no accountant to take care of the accounting books; the ordering and payment of supplies, handling accounts receivable, or making up the payrolls.

There will be no supervisor in the Microphoto Section to ensure essential high quality (Archival) work, to train and supervise two microphoto technicians.

It has been proposed that next years Revenues be increased by 1 million dollars by enforcing existing Documentary Transfer tax statutes. There will be no Chief Deputy Recorder to enforce the collection of the 1 million dollars in the Documentary Transfer tax, to oversee and continue the multi-faceted operations of the Recorders Office, such as the complete updating of the Recorder's Office operational procedures, equipment etc., the micro filming project of all old records to create much needed space; the Recorders office would be operating under great difficulties, and stress thereby increasing chances of costly legal entanglements.

Object Object Title and Explanation of Change

Department: Recorders - 78
 Program: _____

Object Object Title and Explanation of Change

111 Use of Empl Cars
 112 Travel

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor" Rec.</u>
100	100	100	100
550	550	550	550

Low Level.

The Recorder is required by law to be a member of the Recorder's Association. The Association holds meetings three times annually. In order to take the full advantage of the membership, each county sends a representative. Without the funding the Recorder will not be able to attend any meeting and would be deprived of suggesting additional legislation for work improvement or decreasing the liability of the Recorder.

High Level.

The Recorder or his representative will be able to attend annual meetings of the Recorder's Association. Problems of mutual concern would be discussed and resolutions found. Such solutions will result in avoiding costly claims in the shape of damages against the city filed by the public for errors in recording. The law changes and the Recorder must keep himself abreast of the latest changes. The Association meetings provide this opportunity and the Recorder will be able to avail himself of this.

Object Object Title and Explanation of Change

3377

LINE - ITEM EXPLANATIONSDepartment: 78 RECORDER

Program: _____

Object Object Title and Explanation of Change

220 Equipment Purchase

<u>Low Level</u>	<u>High Level</u>	<u>Maint Level</u>	<u>Mayor's Rec.</u>
\$1.9850	9850	9850	9850

Low Level.

A new cash register is needed to save hand stamping of recording serial number, printing of receipts, time and date. The lack of the register will entail more clerical work, extra clerk in the Recording Sec. and bigger lines of people wanting to record the documents. Last year the press reported misappropriation of money in the Recorder's Office. Unless the new cash register is purchased, the change of misappropriation will continue as the extra control will not exist.

High Level.

The Department is likely to collect revenue in the amount of over ten million next year. The modern cash register will provide control desired in the collection of the revenue. It will save manual labor and pay for by itself in less than a year.

Object Object Title and Explanation of Change

3373

3373

BPRR REPORT 740

CITY AND COUNTY OF SAN FRANCISCO
FISCAL YEAR 1981-82

DEPT: 80 REGISTRAR

RUN DATE: 05/13/81

DEPARTMENT REVENUE SUMMARY
BY FUND

DEPT: 80 REGISTRAR

SUB- OBJECT	REVENUE DESCRIPTION	1979-80 ACTUAL	***** 1980-81 *****			***** 1981-82 *****				
			ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S C RECOMMENDED		

GENERAL FUND REVENUES CREDITED TO DEPT:										
6027 ST MND ELEC COST		19,699	35,000	35,000	36,523	80,000	85,000	80,000		
6029 ST MND COST VAR.		18,603	0	0	0	0	0	0		
7036 REG CTY CA FI FE		24,754	0	0	0	5,000	5,000	5,000		
7099 OTH GEN GVT CHAR		53,680	50,000	50,549	51,996	70,000	70,000	70,000		
8999 MISCELLANEOUS SERVICES		82	0	0	0	0	0	0		
9693 SALE EQUIPMENT		12,515	0	0	48	5,000	5,000	5,000		
* TDAL GEN FUND REVENUE CREDITED TO DERT		129,333	85,000	85,549	88,567	160,000	165,000	160,000		
* GENERAL FUND UNALLOCATED		3,269,763	1,201,230	1,736,130	1,082,494	1,732,044	2,047,525	1,732,066		
** TDAL DEPT GEN FUND + SPECIAL FUND REVENUE		3,419,096	1,286,230	1,821,679	1,171,061	1,892,044	2,212,525	1,892,066		

3379

3379

MSO-BUDGET REPORT 101-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 80 REGISTRAR

DATE: 05/14/81

FISCAL YEAR 1981-82

TIME: 09:07

DEPT PAGE: 1

DEPARTMENTAL SUMMARY BY PROGRAM

MSA: 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT: 80 REGISTRAR

ORGANIZATION/PROGRAM TITLES	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
----- P R O G R A M S -----								
REGISTRAR OF VOTERS	3,419,096	1,266,230	1,821,679	1,171,061	1,892,044	2,212,525	1,892,066	70,387
DEPARTMENT TOTALS:								
BUDGETED OPERATING EXPENDITURES	3,419,096	1,266,230	1,821,679	1,171,061	1,892,044	2,212,525	1,892,066	70,387
NON-BUDGETED OPERATING EXPENDITURES	13,802	0	18,198	12,094	0	0	0	18,198-
TOTAL OPERATING EXPENDITURES	3,432,898	1,266,230	1,839,877	1,183,155	1,892,044	2,212,525	1,892,066	52,189

3380

3380

MBO-BUOGET REPORT 102-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 80 REGISTRAR

OATE: 05/14/81

FISCAL YEAR 1981-82

* DEPARTMENT LEVEL *

TIME: 09:07

OERT PAGE: 2

DEPARTMENTAL SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT : 80 REGISTRAR

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH PEQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* DEPARTMENT REVENUE SUMMARY:								
GENERAL FUND REVENUES - CREDITED TO DEPT	129,333	85,000	85,549	88,567	160,000	165,000	160,000	74,451
GENERAL FUND UNALLOCATED	3,289,763	1,201,230	1,736,130	1,082,494	1,732,044	2,047,525	1,732,066	4,064-
TOTAL BUDGETED	3,419,096	1,286,230	1,821,679	1,171,061	1,892,044	2,212,525	1,892,066	70,387
NON-BUDGETED OPERATING	13,802	0	18,198	12,094	0	0	0	18,198-
TOTAL DEPARTMENT	3,432,898	1,286,230	1,839,877	1,183,155	1,892,044	2,212,525	1,892,066	52,189
* DEPARTMENT EXPENDITURE SUMMARY:								
LABOR COSTS	1,047,828	669,807	1,002,856	733,952	1,003,888	1,173,719	1,003,910	1,054
CONTRACTUAL SERVICES	1,449,565	14,500	36,017	16,559	54,000	59,500	54,000	17,983
OTHER CURRENT EXPENDITURES	777,253	496,195	645,053	420,550	630,345	774,895	630,345	14,708-
EQUIPMENT/CAPITAL OUTLAY	0	565	565	0	6,097	6,097	6,097	5,532
SERVICES OF OTHER DEPARTMENTS	144,450	105,163	137,188	0	197,714	198,314	197,714	60,526
TOTAL BUDGETED	3,419,096	1,286,230	1,821,679	1,171,061	1,892,044	2,212,525	1,892,066	70,387
NON-BUDGETED OPERATING	13,802	0	18,198	12,094	0	0	0	18,198-
TOTAL DEPARTMENT	3,432,898	1,286,230	1,839,877	1,183,155	1,892,044	2,212,525	1,892,066	52,189
* DEPARTMENT CAPITAL EXPENDITURE SUMMARY:								
GENERAL FUND FM/CIP	0	0	0	0	42,600	42,600	0	0
* DEPARTMENT EMPLOYMENT SUMMARY:								
AUTHORIZED POSITIONS:					18	18	18	0
PERMANENT POSITIONS	18	18	18		18	18	18	0
TOTAL BUDGETED	18	18	18		18	18	18	0
TOTAL DEPARTMENT	18	18	18		18	18	18	0

3381

3381

MBO-BUDGET REPORT 103-C

RUN NBR: B0/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 80 REGISTRAR

DATE: 05/14/81

FISCAL YEAR 1981-B2

* PROGRAM LEVEL *

TIME: 09:07

DEPT PAGE: 3

M B O P E R F O R M A N C E B U D G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 80 REGISTRAR

PROGRAM: 6217 REGISTRAR OF VOTERS

--GOAL: TO CONDUCT, MANAGE AND CONTROL ALL
MATTERS PERTAINING TO ELECTIONS AND THE
REGISTRATION OF VOTERS IN THE CITY AND
COUNTY OF SAN FRANCISCO.

--OBJECTIVES: RGA TO RESPOND TO REQUESTS FOR ABSENTEE
BALLOTS WITHIN 5 CALENDAR DAYS AFTER
THE REQUEST IS MADE.

OBJ DATE SPAN: 81/01-81/12

RGB TO ANNOUNCE UNOFFICIAL ELECTION RESULTS
WITHIN 4 HOURS AFTER THE POLLS CLOSE.

81/01-81/12

RGD TO PROVIDE VOTER INFORMATION PAMPHLETS
TO ALL REGISTERED VOTERS AT LEAST 16
DAYS BEFORE THE ELECTION IN ORDER FOR
THEM TO MAKE WELL-INFORMED DECISIONS.

81/01-81/12

RGO TO INCREASE THE ACCURACY OF THE VOTER
ROLLS BY UPDATING THE ROLL BEFORE EACH
CITY ELECTION

81/01-81/12

RGE TO ENSURE VOTER ROLL ACCURACY BY
INCREASING THE NUMBER OF INELIGIBLE
NAMES PURGED BY 100%.

81/01-81/12

TYPE T	MEASURE	1979-80 ACTUAL	1980-81 REVISED	1ST 6 MO ACTUAL	LOW REQUEST	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM.
--------	---------	-------------------	--------------------	--------------------	----------------	-----------------	----------------	--------------------

-EFFECTIVENESS:

RGA 30 D # HRS RESULTS ANNOUNCED AFTER POLL CLSE
RGB 30 D # DAYS TURNAROUND TIME
RGD 30 D # DAYS BEFORE ELECTION-PAMPHLET REC'D

.	4 %	.	4 %	4 %	4 %	4 %	4 %
.	7	.	5	5	5	5	5
.	14	.	12	12	12	12	12

DEPT: 80 REGISTRAR

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 80 REGISTRAR
PROGRAM 6217 REGISTRAR OF VOTERS

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND 01001 GENERAL FUND									
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE									
CATEGORY 01 PERSONAL SERVICES									
001	PERM SALARIES-MISC	235,493	311,562	311,562	111,553	313,487	344,450	313,487	1,925
010	OVERTIME	50,785	16,570	40,619	29,436	40,000	50,785	40,000	619-
016	IN LIEU SICK LEAVE	2,025	0	0	0	0	0	0	0
017	RETROACTIVE PERSONAL SERVICE	20,660	0	0	0	0	0	0	0
020	TEMPORARY SALARIES	291,799	95,500	263,072	262,527	287,823	373,567	287,823	24,751
040	FEES AND OTHER COMPENSATION	380,307	160,950	310,950	303,324	276,138	310,949	276,138	34,812-
060	MANDATORY FRINGE BENEFITS	66,754	85,225	76,653	27,112	86,440	93,968	86,462	9,809
T O T A L: CATEGORY 01		1,047,826*	669,807*	1,002,856*	733,952*	1,003,888*	1,173,719*	1,003,910*	1,054*
CATEGORY 10 CONTRACTUAL SERVICES									
100	PROFESSIONAL SERVICES	1,409,277	0	0	0	14,000	14,000	14,000	14,000
109	OTHER CONTRACTUAL SERVICES	40,288	14,500	36,017	16,559	40,000	45,500	40,000	3,983
T O T A L: CATEGORY 10		1,449,565*	14,500*	36,017*	16,559*	54,000*	59,500*	54,000*	17,983*
CATEGORY 12 OTHER CURRENT EXPENDITURES									
111	USE OF EMPL CARS	715	600	1,000	495	1,000	1,250	1,000	0
112	TRAVEL	225	400	400	0	300	400	300	100-
120	OTHER SERVICES	666,326	460,000	498,803	350,718	540,000	680,000	540,000	41,197
130	MATERIALS AND SUPPLIES	41,929	3,700	44,355	27,457	47,000	49,000	47,000	2,645
140	FIXED CHARGES	5,996	6,250	6,250	0	0	0	0	6,250-
144	MEMBERSHIP DUES	0	45	45	0	45	45	45	0
146	RENTAL OF PROPERTY	62,062	25,200	44,200	41,880	42,000	44,200	42,000	2,200-
T O T A L: CATEGORY 12		777,253*	496,195*	595,053*	420,550*	630,345*	774,895*	630,345*	35,292*
CATEGORY 24 EQUIPMENT/CAPITAL PURCHASES									
220	EQUIPMENT PURCHASE	0	565	565	0	0	0	0	565-
231	EQUIPMENT LEASE/PURCHASE	0	0	0	0	6,097	6,097	6,097	6,097
T O T A L: CATEGORY 24		0*	565*	565*	0*	6,097*	6,097*	6,097*	5,532*
CATEGORY 30 SERVICES OF OTHER DEPTS									
310	CENTRAL SHOP	941	577	1,200	0	1,400	1,500	1,400	200
318	BUILDING REPAIR	197	200	200	0	200	200	200	0
322	PUBLIC WORKS PERSONNEL	0	0	102	0	0	0	0	102-

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

DEPT: 80 REGISTRAR

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 80 REGISTRAR
PROGRAM 6217 REGISTRAR OF VOTERS

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	DEPARTMENTAL REQUESTS- HIGH REQUEST	SVC. MAINT. LEVEL	MAYOR'S RECOMMENDATION AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND	01001 GENERAL FUND								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	30 SERVICES OF OTHER DEPTS								
340 CONTROLLER-DATA PROCESSING		138,429	100,886	130,186	0	184,364	184,364	184,364	54,178
350 REPRODUCTION		4,883	3,500	5,500	0	5,500	6,000	5,500	0
365 CAO-INSURANCE AND RISK REDUC		0	0	0	0	6,250	6,250	6,250	6,250
TOTAL: CATEGORY	30	144,450*	105,163*	137,186*	0*	197,714*	198,314*	197,714*	60,526*
TOTAL: PROJ/WK PHASE	00000	3,419,096*	1,286,230*	1,771,679*	1,171,061*	1,892,044*	2,212,525*	1,892,066*	120,387*
PROJ/WK PHASE	02501 SPECIAL ELECTION RESERVE FUND								
CATEGORY	12 OTHER CURRENT EXPENDITURES								
201 PROGRAMMATIC PROJECT BUDG		0	0	24,113	0	0	0	0	24,113-
TOTAL: CATEGORY	12	0*	0*	24,113*	0*	0*	0*	0*	24,113-
TOTAL: PROJ/WK PHASE	02501	0*	0*	24,113*	0*	0*	0*	0*	24,113-
PROJ/WK PHASE	03701 SPECIAL ELECTION RESERVE FO								
CATEGORY	12 OTHER CURRENT EXPENDITURES								
201 PROGRAMMATIC PROJECT BUDG		0	0	25,887	0	0	0	0	25,887-
TOTAL: CATEGORY	12	0*	0*	25,887*	0*	0*	0*	0*	25,887-
TOTAL: PROJ/WK PHASE	03701	0*	0*	25,887*	0*	0*	0*	0*	25,887-
TOTAL: FND GROUP/FUND	01001	3,419,096*	1,286,230*	1,821,679*	1,171,061*	1,892,044*	2,212,525*	1,892,066*	70,387*
TOTAL: PROGRAM	6217	3,419,096*	1,286,230*	1,821,679*	1,171,061*	1,892,044*	2,212,525*	1,892,066*	70,387*

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 80 REGISTRAR
 PROGRAM 6217 REGISTRAR OF VOTERS

		F/Y 1979-80	F/Y 1980-81	***** FISCAL YEAR 1981-82 *****		***** MAYOR'S RECOMMENDED *****	
		ACTUAL	REVISED BUDGET	HIGH REQUEST	SEVICE MAINT. LEVEL	NO. POSNS.	AMOUNT
CLASS.	TITLE	STZD. RATE NO. POSNS.	NO. POSNS.	NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT
FNO GROUP/FUND 01001 GENERAL FUND							
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE							
OBJECT 001 PERM SALARIES-MISC							
1128 A	REGISTRAR OF VOTER 1450B1756	1	1	1	38,605	1	38,605
1129 A	CHIEF OEP REGISTRA 0979B1185	1	1	1	25,468	1	25,468
1220EA	PAYROLL CLERK 0519B062S	1	1	1	13,484	1	13,484
1404 A	CLERK..... 0448B0539	4	4	4	53,329	4	53,329
1406 A	SENIOR CLERK..... 0503B0605	2	2	2	31,459	2	31,459
1408 A	PRINCIPAL CLERK... 0511B0758	2	2	2	32,142	2	32,142
1414 A	ELECTIONS SUPERVIS 0858B1037	1	1	1	24,265	1	24,265
1426 A	SENIOR CLERK TYPIS 0510B0614	1	1	1	13,861	1	13,861
1471EA	ELECTIONS WORKER 0694B0838	1	1	1	18,042	1	18,042
1473 A	ELECTIONS PLANNING 0761B0943	1	1	1	20,268	1	20,268
1475 A	ELECTIONS PLANNING 0920B1114	1	1	1	28,963	1	28,963
1632 A	SENIOR ACCOUNT CLE 0552B0664	1	1	1	14,353	1	14,353
1842 A	MANAGEMENT ASSISTA 0762B0920	1	1	1	22,824	1	22,824
9999 A	SALARY SAVINGS 0000 0000	0	0	0	23,596-	0	23,596-
T O T A L: OBJECT 001		18*	18*	18*	313,487*	18*	313,487*
OBJECT 020 TEMPORARY SALARIES							
1402EA	JUNIOR CLERK 0374B0448	0	0	0	9,321	0	9,321
1403EA	ELECTION CLERK 0552B0664	0	0	0	37,350	0	37,350
1404EA	CLERK 0448B0539	0	0	0	213,130	0	213,130
1424EA	CLERK TYPIST 0465B0560	0	0	0	16,415	0	16,415
7355EA	TRUCK DRIVER 0952B1208	0	0	0	11,598	0	11,598
T O T A L: OBJECT 020		0*	0*	0*	287,823*	0*	287,823*
OBJECT 040 FEES AND OTHER COMPENSATION							
A419EA	ELECTION INSPECTOR 0050B0050	0	0	0	80,937	0	80,937
A420EA	ELECTION JUDGES 004100041	0	0	0	195,201	0	195,201
T O T A L: OBJECT 040		0*	0*	0*	276,138*	0*	276,138*
T O T A L: PROJ/WK PHASE 00000		18*	18*	18*	877,448*	18*	877,448*
T O T A L: FNO GROUP/FUND 01001		18*	18*	18*	877,448*	18*	877,448*
T O T A L: PROGRAM 6217		18*	18*	18*	877,448*	18*	877,448*

Department: Registrar of Voters

Program: _____

Object Object Title and Explanation of Change001 PERMANENT SALARIES - MISC.

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$298,617	\$313,487	\$344,450	\$313,487

Low Level - Deletes one principal clerk. Unfortunately I realized too late that we can't do that: the position is occupied with the incumbent temporarily serving in a higher classification. Should he be displaced we would have to move him back to 1408 principal clerk. If we couldn't do that we would have to promote him to a position that is even higher still. If reduction of the permanent salary account is the objective, I would suggest that we can absorb even more salary savings.

High Level - No new positions or reclassifications. It is anticipated that the high degree of non-budgeted salary savings will continue. The total amount requested is 9% lower than the amount budgeted for the current year, not counting salary standardization.

Note - Over the past 10 years the number of dollars actually spent on permanent salaries has remained virtually the same each year in spite of the fact that salaries in that category have more than doubled.

Mayor's CommentsObject Object Title and Explanation of Change010 OVERTIME

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$38,000	\$40,000	\$50,785	\$40,000

Low Level - It is impossible to judge in advance exactly how much overtime will be needed. If overtime runs out functions such as absentee balloting and election evening cannot be performed.

High Level - Less likelihood that overtime will run out during crucial time. Please note that both levels are well below this year's and last year's actual expenditures. We are able to reduce it because we plan to hire 3 or 4 more temporary workers at peak periods to reduce our dependence on overtime. This will boost productivity while lowering overall cost.

Mayor's Comments

Object Object Title and Explanation of Change020 TEMPORARY SALARIES

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$264,321	\$287,823	\$373,567	\$287,823

Low Level - We will be unable to perform all of the new programs that must begin next year. These new programs include:

- Absorbing the loss of 3 CETA's used in the implementation of the consent decree.
- Providing staff support for Citizens' Advisory Committee.
- Verifying all absent voters' signatures twice (reference: the Hallinan/Welder controversy).
- Increase the use of temporary workers to reduce the amount spent on overtime.
- Reprecinct the City following the decennial census.

High Level - We will probably be able to absorb the above new functions in addition to our normal functions. I say "probably" because even the high level is a very conservative estimate of our needs. Please note that the amount requested is less than that expended during either this year or last year.

Mayor's CommentsObject Object Title and Explanation of Change040 FEES & OTHER COMPENSATION

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$276,138	\$276,138	\$310,949	\$276,138

Both Levels - Following the Mayor's suggestion, the number of precincts will be reduced in the November 1981 election. The full number of precincts will be used in the June 1982 election.

The amount requested is calculated as follows:

Election inspectors, 11/81 @ \$51.	= \$ 90,036
Election judges, 11/81 @ 41.	= 36,873
Election inspectors, 6/82 @ 51.	= 105,165
Election judges, 6/82 @ 41.	= 44,064
Total	\$276,138

Should the peripheral canal measure be placed on the November ballot the number of precincts will be increased back to the normal 864 and the State will fully reimburse the incremental cost.

Mayor's Comments

Department: Registrar of Voters

Program: _____

Object Object Title and Explanation of Change100 PROFESSIONAL SERVICES

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$14,000	\$14,000	\$14,000	\$14,000

Both Levels - The warranty and service contract that came with the new voting system minicomputer have expired. We must now pay for these services. Details of the contract are being worked out by our office, EDP and the vendor, CES of Berkeley. Services include full warranty of the vote counting computers, assistance with programming and other data processing functions, preventative maintenance, 3 experts here on election night, etc.

Mayor's Comments111 USE OF EMPLOYEE'S CARS

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$1,000	\$1,000	\$1,250	\$1,000

Both Levels - Employees use their cars primarily in the solicitation of polling place rentals in the neighborhoods. We anticipate that many of the polling places temporarily consolidated in November will remain unavailable in June. The other major use of auto mileage is in our voter registration outreach efforts pursuant to the consent decree.

Mayor's CommentsObject Object Title and Explanation of Change112 TRAVEL

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$300	\$300	\$400	\$300

Both Levels - Down 25% from this year's appropriation. Travel to election seminars and educational meetings called by the Secretary of State or the County Clerk's Association. The knowledge gained in these conferences is well worth the price. Topics covered include (1) new election laws, (2) exchange of revolutionary cost-cutting methods with other counties, (3) how to get more revenue through SB90 and other state subventions. The 20-fold increase in our revenue over the past 10 years is only one of the benefits derived from these informational sessions.

Mayor's Comments

Department: Registrar of Voters

Program:

Object Object Title and Explanation of Change120 OTHER SERVICES

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$520,000	\$540,000	\$680,000	\$540,000

Low Level - Ballots and voters pamphlets would be more densely packed with printed matter.

High Level - Ballots and voters pamphlets would be spaced more attractively, decreasing voter confusion and increasing readability.

Both Levels - There has been a 27% increase in bulk mail and a 20% increase in first class mail. The Registrar is the City & County's biggest postal user. Next year there will be two full-scale elections, compared to the equivalent of 1½ this year.

\$6,097 has been deducted from the request for this account because our new copy machine is lease/purchased rather than rented.

Mayor's Comments144 MEMBERSHIP DUES

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$45	\$45	\$45	\$45

Both Levels - Membership in the County Clerk's Association as authorized by ordinance 4942. The Association compiles and disseminates election information to member counties.

Mayor's CommentsObject Object Title and Explanation of Change146 RENTAL OF PROPERTY

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$42,000	\$42,000	\$44,200	\$42,000

Both Levels - Rental of 1400 polling places at \$30 apiece.

Mayor's Comments231 EQUIPMENT LEASE PURCHASE

<u>Low Level</u>	<u>High Level</u>	<u>Maint. Level</u>	<u>Mayor's Rec.</u>
\$6,097	\$6,097	\$6,097	\$6,097

Both Levels - Copy machine for both Recorder's and Registrar's offices. We were able to lease/purchase vastly superior machines at a lower monthly cost than the old machines which we had been renting. Recorder's machine is also used by FIRM/FANIS.

Mayor's Comments

3389

3389

MBO-BUDGET REPORT 101-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

OEPT: 82 RECORDS CENTER

DATE: 05/14/81

FISCAL YEAR 1981-82

TIME: 09:07

OEPT PAGE: 1

DEPARTMENTAL SUMMARY BY PROGRAM

MSA: 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT: 82 RECORDS CENTER

ORGANIZATION/PROGRAM TITLES	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
- - - - - P R O G R A M S - - - - -								
RECORD CENTER	86,826	88,000	88,000	49,892	125,000	125,000	125,000	37,000
DEPARTMENT TOTALS:								
BUDGETED OPERATING EXPENDITURES	86,826	88,000	88,000	49,892	125,000	125,000	125,000	37,000
TOTAL OPERATING EXPENDITURES	86,826	88,000	88,000	49,892	125,000	125,000	125,000	37,000

3390

3390

MSO-BUOGET REPORT 102-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 82 RECORDS CENTER

DATE: 05/14/81

FISCAL YEAR 1981-82

* DEPARTMENT LEVEL *

TIME: 09:07

DEPT PAGE: 2

DEPARTMENTAL SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT : 82 RECORDS CENTER

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* DEPARTMENT REVENUE SUMMARY:								
GENERAL FUND UNALLOCATED	86,826	88,000	88,000	49,892	125,000	125,000	125,000	37,000
* DEPARTMENT EXPENDITURE SUMMARY:								
CONTRACTUAL SERVICES	85,803	86,550	86,550	49,402	123,550	123,550	123,550	37,000
OTHER CURRENT EXPENDITURES	1,023	1,450	1,450	490	1,450	1,450	1,450	0
TOTAL BUDGETED	86,826	88,000	88,000	49,892	125,000	125,000	125,000	37,000
TOTAL DEPARTMENT	86,826	88,000	88,000	49,892	125,000	125,000	125,000	37,000

3391

3391

MBO-BUOGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 82 RECORDS CENTER

DATE: 05/14/81

FISCAL YEAR 1981-82

DEPT PAGE: 3

* PROGRAM LEVEL *

TIME: 09:07

M B O P E R F O R M A N C E B U O G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 82 RECORDS CENTER

PROGRAM: 6213 RECORD CENTER

--GOAL:

TO PROVIDE FOR THE STORAGE AND PROTECTION OF THE ESSENTIAL RECORDS OF THE CITY AND COUNTY OF SAN FRANCISCO.

DEPT: 82 RECORDS CENTER

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 82 RECORDS CENTER
PROGRAM 6213 RECORD CENTER

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****
--DEPARTMENTAL REQUESTS-- --MAYOR'S RECOMMENDATION--

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND	01001 GENERAL FUND								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	10 CONTRACTUAL SERVICES								
	100 PROFESSIONAL SERVICES	85,803	86,550	86,550	49,402	123,550	123,550	123,550	37,000
T O T A L: CATEGORY	10	85,803*	86,550*	86,550*	49,402*	123,550*	123,550*	123,550*	37,000*
CATEGORY	12 OTHER CURRENT EXPENDITURES								
	120 OTHER SERVICES	0	200	200	0	200	200	200	0
	146 RENTAL OF PROPERTY	1,023	1,250	1,250	490	1,250	1,250	1,250	0
T O T A L: CATEGORY	12	1,023*	1,450*	1,450*	490*	1,450*	1,450*	1,450*	0*
T O T A L: PROJ/WK PHASE	00000	86,826*	88,000*	88,000*	49,892*	125,000*	125,000*	125,000*	37,000*
T O T A L: FND GROUP/FUND	01001	86,826*	88,000*	88,000*	49,892*	125,000*	125,000*	125,000*	37,000*
T O T A L: PROGRAM	6213	86,826*	88,000*	88,000*	49,892*	125,000*	125,000*	125,000*	37,000*

Department: 02 LEGAL COUNSEL
 Program: 0213 RECORD CENTER

Object Object Title and Explanation of Change

100 PROFESSIONAL SERVICES.

<u>Low Level</u>	<u>High Level</u>	<u>Maint Level</u>	<u>Mayor's Rec.</u>
123,550	123,550	123,550	123,550

Low Level. The City has the following records in storage at Bekins Storage Co.:

File Carton	42,847
Books etc.	<u>11,002</u>
	53,849

The storage charges paid for Feb. 81 were \$5,776 and charges on account of records retrieved and returned after reference were over \$2,000. Misc. expenses amounted to \$1,000. At the low level some records will have to be moved from Bekins. Files could not be retrieved for inspection of the Courts and public. No records for storage could be sent to Bekins. The result will be boxes filled with records retained in the City Hall Basement and in offices.

High Level There will be no need to remove stored records from the Bekins Storage Co. Some additional records could be stored. Records could be continued to be retrieved for reference and returned for refile.

Object Object Title and Explanation of Change

DPREP REPORT 740

CITY AND COUNTY OF SAN FRANCISCO
FISCAL YEAR 1981-82

DEPT: 91 PURCHASER

RUN DATE: 05/13/81

DEPARTMENT REVENUE SUMMARY
BY FUND

DEPT: 91 PURCHASER

SUB- OBJECT	REVENUE DESCRIPTION	1979-80 ACTUAL	***** 1980-81 ***** ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS ACTUAL	***** 1981-82 ***** HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMMENDED	C

GENERAL FUND REVENUES CREDITED TO DEPT:									
7061	SALE DOCUM PURCH	204	675	675	102	675	675	675	
7062	SUNDRY MINOR SALES-PURCHASER	7,438	148,461	148,461	19,152	700,000	185,995	700,000	
7099	DTH GEN GVT CHAR	0	0	0	14	0	0	0	
*	TOTAL GEN FUND REVENUE CREDITED TO DEPT	7,642	149,136	149,136	19,268	700,675	186,670	700,675	
*	GENERAL FUND UNALLDCATED	1,135,973	1,169,013	1,430,948	1,251,774	1,372,021	1,669,324	891,394	
**	TOTAL DEPT GEN FUND + SPECIAL FUND REVENUE	1,143,615	1,318,149	1,580,084	1,271,042	2,072,696	1,855,994	1,592,069	

3395

3395

MBO-BUOGET REPORT 101-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 91 PURCHASER

DATE: 05/14/81

FISCAL YEAR 1981-82

TIME: 09:07

DEPT PAGE: 1

DEPARTMENTAL SUMMARY BY PROGRAM

NSA: 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT: 91 PURCHASER

ORGANIZATION/PROGRAM TITLES	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
----- P R O G R A M S -----								
DIV : 01 MAIN OFFICE								
PURCHASING SERVICES	597,813	733,190	734,211	270,561	940,560	905,041	940,560	206,349
STORAGE & WAREHOUSING	680,326	1,110,273	1,372,750	431,143	1,243,300	1,239,544	1,243,300	129,450-
PURCHASER MANAGEMENT	333,747	491,576	491,853	78,920	232,347	230,628	232,347	259,506-
TOTAL DIV 01	1,611,886	2,335,039	2,598,814	780,624	2,416,207	2,375,213	2,416,207	182,607-
DIV : 02 CENTRAL SHOPS								
EMERGENCY VEHICLE & EQUIPMENT REPAIR	0	0	0	507,370	0	0	0	0
GENERAL PURPOSE VEHICLE & EQUIP REPAIR	0	0	0	338,247	0	0	0	0
TOTAL DIV 02	0	0	0	845,617	0	0	0	0
DIV : 03 REPRODUCTION								
REPRODUCTION SERVICES	0	0	0	52,974	0	0	0	0
TOTAL DIV 03	0	0	0	52,974	0	0	0	0
DIV : 20 CITY AUTO PURCHASES								
CITY AUTO PURCHASES	186,940	0	0	0	780,627	604,919	300,000	300,000
TOTAL DIV 20	186,940	0	0	0	780,627	604,919	300,000	300,000
DEPARTMENT TOTALS:								
BUDGETED OPERATING EXPENDITURES	1,798,826	2,335,039	2,598,814	1,679,215	3,196,834	2,980,132	2,716,207	117,393
NON-BUDGETED OPERATING EXPENDITURES	94,573	0	67,210	35,956	0	0	0	67,210-
TOTAL OPERATING EXPENDITURES	1,893,399	2,335,039	2,666,024	1,715,171	3,196,834	2,980,132	2,716,207	50,163

3336

3396

MBO-BUDGET REPORT 102-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 91 PURCHASER

DATE: 05/14/81

FISCAL YEAR 1981-82

DEPT PAGE: 2

* DIVISION LEVEL *

TIME: 09:07

DEPARTMENTAL SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT : 91 PURCHASER

DIVISION : 9101 MAIN OFFICE

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* DIVISION REVENUE SUMMARY:								
GENERAL FUND REVENUES - CREDITED TO DEPT	7,642	149,136	149,136	19,268	700,675	186,670	700,675	551,539
GENERAL FUND UNALLOCATED	949,033	1,169,013	1,430,948	353,183	591,394	1,064,405	591,394	839,554-
TOTAL BUDGETED	956,675	1,318,149	1,580,084	372,451	1,292,069	1,251,075	1,292,069	288,015-
NON-BUDGETED OPERATING	61,992	0	50,478	30,612	0	0	0	50,478-
TOTAL DIVISION	1,018,667	1,318,149	1,630,562	403,063	1,292,069	1,251,075	1,292,069	338,493-
* DIVISION EXPENDITURE SUMMARY:								
LABOR COSTS	1,760,049	2,074,609	2,158,714	800,297	2,353,744	2,353,744	2,353,744	195,030
CONTRACTUAL SERVICES	2,955	3,200	5,302	539	5,980	5,580	5,980	678
OTHER CURRENT EXPENDITURES	156,638	257,101	254,999	24,113	69,256	57,862	69,256	185,743-
EQUIPMENT/CAPITAL OUTLAY	0	5,000	5,000	0	8,470	8,470	8,470	3,470
SERVICES OF OTHER DEPARTMENTS	90,327	103,664	103,664	198	143,014	113,814	143,014	39,350
RECOVERIES	398,083-	108,535-	71,135	44,523-	164,257-	164,257-	164,257-	235,392-
TOTAL BUDGETED	1,611,886	2,335,039	2,598,814	780,624	2,416,207	2,375,213	2,416,207	182,607-
NON-BUDGETED OPERATING	61,992	0	50,478	30,612	0	0	0	50,478-
TOTAL DIVISION	1,673,878	2,335,039	2,649,292	811,236	2,416,207	2,375,213	2,416,207	233,085-
* DIVISION CAPITAL EXPENDITURE SUMMARY:								
GENERAL FUND FM/CIR	12,800	0	1,000	0	0	0	0	1,000-
* DIVISION EMPLOYMENT SUMMARY:								
AUTHORIZED POSITIONS:								
PERMANENT POSITIONS	98	92	92		88	88	88	4-
TEMPORARY POSITIONS	3	3	3		3	3	3	0
INTEROBT WORK ORDER POSITIONS	7	5	5		5	5	5	0
TOTAL BUDGETED	108	100	100		96	96	96	4-
TOTAL DIVISION	108	100	100		96	96	96	4-

3397

3397

MEO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 91 PURCHASER

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

DEPT PAGE: 9

M B O P R O G R A M S U M M A R Y B Y M A J O R C A T E G O R Y

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 91 PURCHASER

PROGRAM: 6207 PURCHASING SERVICES

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MD ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* -----								
PROGRAM REVENUE SUMMARY:								
GENERAL FUND UNALLOCATED	412,904	425,387	425,901	143,648	610,386	574,867	610,386	184,485
* -----								
PROGRAM EXPENDITURE SUMMARY:								
LABOR COSTS	599,664	708,867	706,854	277,045	808,156	808,156	808,156	101,302
CONTRACTUAL SERVICES	2,460	3,200	4,250	376	3,900	3,900	3,900	350-
OTHER CURRENT EXPENDITURES	36,461	36,815	35,765	7,824	47,060	40,741	47,060	11,295
EQUIPMENT/CAPITAL OUTLAY	0	0	0	0	8,470	8,470	8,470	8,470
SERVICES OF OTHER DEPARTMENTS	18,443	20,000	20,000	0	141,314	112,114	141,314	121,314
RECOVERIES	59,215-	35,692-	32,658-	14,684-	68,340-	68,340-	68,340-	35,682-
TOTAL BUDGETED	597,813	733,190	734,211	270,561	940,560	905,041	940,560	206,349
TOTAL PROGRAM	597,813	733,190	734,211	270,561	940,560	905,041	940,560	206,349
* -----								
PROGRAM EMPLOYMENT SUMMARY:								
AUTHORIZED POSITIONS:								
PERMANENT POSITIONS	32	28	28		28	28	28	0
TEMPORARY POSITIONS	1	1	1		1	1	1	0
INTERDEPT WORK ORDER POSITIONS	3	2	2		2	2	2	0
TOTAL BUDGETED	36	31	31		31	31	31	0
TOTAL PROGRAM	36	31	31		31	31	31	0

3398

3398

MBO-BUOGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

OEPT: 91 PURCHASER

DATE: 05/14/81

FISCAL YEAR 1981-82

OEPT PAGE: 8

* PROGRAM LEVEL *

TIME: 09:07

M B O P E R F O R M A N C E B U O G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 91 PURCHASER

PROGRAM: 6207 PURCHASING SERVICES

* --GOAL:

TO OBTAIN MATERIALS, SUPPLIES AND
EQUIPMENT OF APPROPRIATE QUALITY AT
THE MOST REASONABLE COST TO THE CITY
AND COUNTY OF SAN FRANCISCO.

--OBJECTIVES: QMA TO PROCESS 95% OF DEPARTMENTAL PURCHASE
ORDERS WITHIN 5 WORKING DAYS.

OBJ DATE SPAN: 81/01-81/12

QMB TO OBTAIN 100% OF CASH DISCOUNTS
OFFERED BASED ON TIMELY PROCESSING
OF BILLINGS.

81/01-81/12

TYPE T	MEASURE	1979-80 ACTUAL	1980-81 REVISED	1ST 6 MO ACTUAL	LOW REQUEST	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM.
OBJ/MEAS O								
-WORKLOAD:								
QMA 10 M	# PURCHASE ORDERS ISSUED	.	.	.	17,500	17,500	17,500	17,500
QMB 10 M	INVOICES PROCESSED	.	.	.	68,000	68,000	68,000	68,000
QMB 11 M	CASH DISCOUNTS TAKEN	.	.	.	\$90,000	\$90,000	\$90,000	\$90,000
-EFFECTIVENESS:								
QMA 30 M	% PURCHASE ORDERS PROCESSED IN 5 DAYS	.	.	.	95.0 %	95.0 %	95.0 %	95.0 %
QMB 30 M	% CASH DISCOUNTS OBTAINED	.	.	.	100.0 %	100.0 %	100.0 %	100.0 %

DEPT: 91 PURCHASER

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 91 PURCHASER
DIVISION 01 MAIN OFFICE
PROGRAM 6207 PURCHASING SERVICES

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

-DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDED--

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND	01001 GENERAL FUND								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
	001 PERM SALARIES-MISC	258,938	286,593	286,258	107,685	321,382	321,382	321,382	35,124
	017 RETROACTIVE PERSONAL SERVICE	16,992	0	849	0	0	0	0	849-
	020 TEMPORARY SALARIES	1,473	1,473	1,473	0	1,617	1,617	1,617	144
	060 MANDATORY FRINGE BENEFITS	78,137	77,306	77,306	27,763	86,643	86,643	86,643	9,337
T O T A L: CATEGORY	01	355,540*	365,372*	365,886*	135,448*	409,642*	409,642*	409,642*	43,756*
CATEGORY	10 CONTRACTUAL SERVICES								
	100 PROFESSIONAL SERVICES	1,968	3,200	3,200	215	2,700	2,700	2,700	500-
	109 OTHER CONTRACTUAL SERVICES	492	0	1,050	161	1,200	1,200	1,200	150
T O T A L: CATEGORY	10	2,460*	3,200*	4,250*	376*	3,900*	3,900*	3,900*	350-
CATEGORY	12 OTHER CURRENT EXPENDITURES								
	120 OTHER SERVICES	25,304	27,865	26,815	6,689	32,037	27,857	32,037	5,222
	130 MATERIALS AND SUPPLIES	11,157	8,950	8,950	1,135	14,223	12,084	14,223	5,273
	140 FIXED CHARGES	0	0	0	0	800	800	800	800
T O T A L: CATEGORY	12	36,461*	36,815*	35,765*	7,824*	47,060*	40,741*	47,060*	11,295*
CATEGORY	24 EQUIPMENT/CAPITAL PURCHASES								
	220 EQUIPMENT PURCHASE	0	0	0	0	8,470	8,470	8,470	8,470
T O T A L: CATEGORY	24	0*	0*	0*	0*	8,470*	8,470*	8,470*	8,470*
CATEGORY	30 SERVICES OF OTHER DEPTS								
	340 CONTROLLER-DATA PROCESSING	0	0	0	0	112,114	90,114	112,114	112,114
	350 REPRODUCTION	18,443	20,000	20,000	0	29,200	22,000	29,200	9,200
T O T A L: CATEGORY	30	18,443*	20,000*	20,000*	0*	141,314*	112,114*	141,314*	121,314*
T O T A L: PROJ/WK PHASE	00000	412,904*	425,387*	425,901*	143,648*	610,386*	574,867*	610,386*	184,485*
T O T A L: FND GROUP/FUND	01001	412,904*	425,387*	425,901*	143,648*	610,386*	574,867*	610,386*	184,485*

DEPT: 91 PURCHASER

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 91 PURCHASER
 DIVISION 01 MAIN OFFICE
 PROGRAM 6207 PURCHASING SERVICES

		F/Y 1979-80 ***** FISCAL YEAR 1980-81 *****				***** FISCAL YEAR 1981-82 *****			
						-DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDED--			
OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND 08099 WORK ORDER									
PROJ/WK PHASE 00000 PROJECT/WORK PHASE NOT APPLICABLE									
CATEGORY 01 PERSONAL SERVICES									
001	PERM SALARIES-MISC	57,337	35,692	35,692	14,684	53,554	53,554	53,554	17,662
010	OVERTIME	0	0	0	0	1,700	1,700	1,700	1,700
017	PETROACTIVE PERSONAL SERVICE	1,878	0	3,034-	0	0	0	0	3,034
060	MANDATORY FRINGE BENEFITS	0	0	0	0	13,086	13,086	13,086	13,086
T O T A L: CATEGORY 01		59,215*	35,692*	32,658*	14,684*	68,340*	68,340*	68,340*	35,682*
CATEGORY 39 INTERDEPARTMENTAL RECOVERY									
390	INTERDEPARTMENTAL RECOVERY	59,215-	35,692-	32,658-	14,684-	68,340-	68,340-	68,340-	35,682-
T O T A L: CATEGORY 39		59,215-	35,692-	32,658-	14,684-	68,340-	68,340-	68,340-	35,682-
T O T A L: PROJ/WK PHASE 00000		0*	0*	0*	0*	0*	0*	0*	0*
T O T A L: FND GROUP/FUND 08099		0*	0*	0*	0*	0*	0*	0*	0*
FND GROUP/FUND 30001 AIRPORT OPERATING FUND									
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE									
CATEGORY 01 PERSONAL SERVICES									
001	PERM SALARIES-MISC	23,440	48,310	48,310	17,067	51,361	51,361	51,361	3,051
017	PETROACTIVE PERSONAL SERVICE	1,182	0	0	0	0	0	0	0
060	MANDATORY FRINGE BENEFITS	7,434	13,213	13,213	4,433	13,526	13,526	13,526	313
T O T A L: CATEGORY 01		32,056*	61,523*	61,523*	21,500*	64,887*	64,887*	64,887*	3,364*
T O T A L: PROJ/WK PHASE 00000		32,056*	61,523*	61,523*	21,500*	64,887*	64,887*	64,887*	3,364*
T O T A L: FND GROUP/FUND 30001		32,056*	61,523*	61,523*	21,500*	64,887*	64,887*	64,887*	3,364*
FND GROUP/FUND 31001 MUNICIPAL RAILWAY OPERATING									
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE									
CATEGORY 01 PERSONAL SERVICES									
001	PERM SALARIES-MISC	99,709	133,760	133,760	59,286	144,340	144,340	144,340	10,580
017	PETROACTIVE PERSONAL SERVICE	5,556	0	391	0	0	0	0	391-
060	MANDATORY FRINGE BENEFITS	28,446	38,958	38,958	14,949	38,818	38,818	38,818	140-

OEPT: 91 PURCHASER

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 91 PURCHASER
DIVISION 01 MAIN OFFICE
PROGRAM 6207 PURCHASING SERVICES

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	V5. REVISED BUDGET
-DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDED--									
FND GROUP/FUND	31001 MUNICIPAL RAILWAY OPERATING								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
TOTAL: CATEGORY	01	133,711*	172,718*	173,109*	74,235*	183,158*	183,158*	183,158*	10,049*
TOTAL: PROJ/WK PHASE	00000	133,711*	172,718*	173,109*	74,235*	183,158*	183,158*	183,158*	10,049*
TOTAL: FND GROUP/FUND	31001	133,711*	172,718*	173,109*	74,235*	183,158*	183,158*	183,158*	10,049*
FND GROUP/FUND	32001 WATER DEPT OPERATING FUND								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
001 PERM SALARIES-MISC		12,601	19,888	19,888	11,399	23,699	23,699	23,699	3,811
017 RETROACTIVE PERSONAL SERVICE		683	0	0	0	0	0	0	0
060 MANDATORY FRINGE BENEFITS		3,970	5,485	5,485	1,733	6,284	6,284	6,284	799
TOTAL: CATEGORY	01	17,254*	25,373*	25,373*	13,132*	29,983*	29,983*	29,983*	4,610*
TOTAL: PROJ/WK PHASE	00000	17,254*	25,373*	25,373*	13,132*	29,983*	29,983*	29,983*	4,610*
TOTAL: FND GROUP/FUND	32001	17,254*	25,373*	25,373*	13,132*	29,983*	29,983*	29,983*	4,610*
FND GROUP/FUND	33001 HATCH HATCHY OPERATING FUND								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
001 PERM SALARIES-MISC		0	13,310	13,310	6,276	14,615	14,615	14,615	1,305
017 RETROACTIVE PERSONAL SERVICE		269	0	116	0	0	0	0	116-
060 MANDATORY FRINGE BENEFITS		1,619	3,664	3,664	1,156	4,099	4,099	4,099	435
TOTAL: CATEGORY	01	1,888*	16,974*	17,090*	7,432*	18,714*	18,714*	18,714*	1,624*
TOTAL: PROJ/WK PHASE	00000	1,888*	16,974*	17,090*	7,432*	18,714*	18,714*	18,714*	1,624*
TOTAL: FND GROUP/FUND	33001	1,888*	16,974*	17,090*	7,432*	18,714*	18,714*	18,714*	1,624*

DEPT: 91 PURCHASER

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 91 PURCHASER
DIVISION 01 MAIN OFFICE
PROGRAM 6207 PURCHASING SERVICES

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET

FND GROUP/FUND	36001 HOSPITAL OPERATING FUND								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								

CATEGORY	01 PERSONAL SERVICES								
001 PERM SALARIES-MISC		0	26,439	26,439	8,426	26,479	26,479	26,479	40
060 MANDATORY FRINGE BENEFITS		0	4,776	4,776	2,188	6,953	6,953	6,953	2,177
T O T A L: CATEGORY	01	0*	31,215*	31,215*	10,614*	33,432*	33,432*	33,432*	2,217*
T O T A L: PROJ/WK PHASE	00000	0*	31,215*	31,215*	10,614*	33,432*	33,432*	33,432*	2,217*
T O T A L: FND GROUP/FUND	36001	0*	31,215*	31,215*	10,614*	33,432*	33,432*	33,432*	2,217*
T O T A L: PROGRAM	6207	597,813*	733,190*	734,211*	270,561*	940,560*	905,041*	940,560*	206,349*

DEPT: 91 PURCHASER

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 91 PURCHASER
DIVISION 01 MAIN OFFICE
PROGRAM 6207 PURCHASING SERVICES

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

-DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDED--

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET

FNO GROUP/FUNO	31001 MUNICIPAL RAILWAY OPERATING								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
T O T A L: CATEGORY	01	133,711*	172,718*	173,109*	74,235*	183,158*	183,158*	183,158*	10,049*
T O T A L: PROJ/WK PHASE	00000	133,711*	172,718*	173,109*	74,235*	183,158*	183,158*	183,158*	10,049*
T O T A L: FNO GROUP/FUNO	31001	133,711*	172,718*	173,109*	74,235*	183,158*	183,158*	183,158*	10,049*
FNO GROUP/FUNO	32001 WATER DEPT OPERATING FUNO								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
001 PERM SALARIES-MISC		12,601	19,888	19,888	11,399	23,699	23,699	23,699	3,811
017 RETROACTIVE PERSONAL SERVICE		683	0	0	0	0	0	0	0
060 MANDATORY FRINGE BENEFITS		3,970	5,485	5,485	1,733	6,284	6,284	6,284	799
T O T A L: CATEGORY	01	17,254*	25,373*	25,373*	13,132*	29,983*	29,983*	29,983*	4,610*
T O T A L: PROJ/WK PHASE	00000	17,254*	25,373*	25,373*	13,132*	29,983*	29,983*	29,983*	4,610*
T O T A L: FNO GROUP/FUNO	32001	17,254*	25,373*	25,373*	13,132*	29,983*	29,983*	29,983*	4,610*
FNO GROUP/FUNO	33001 HATCH HATCHY OPERATING FUNO								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
001 PERM SALARIES-MISC		0	13,310	13,310	6,276	14,615	14,615	14,615	1,305
017 RETROACTIVE PERSONAL SERVICE		269	0	116	0	0	0	0	116-
060 MANDATORY FRINGE BENEFITS		1,619	3,664	3,664	1,156	4,099	4,099	4,099	435
T O T A L: CATEGORY	01	1,888*	16,974*	17,090*	7,432*	18,714*	18,714*	18,714*	1,624*
T O T A L: PROJ/WK PHASE	00000	1,888*	16,974*	17,090*	7,432*	18,714*	18,714*	18,714*	1,624*
T O T A L: FNO GROUP/FUNO	33001	1,888*	16,974*	17,090*	7,432*	18,714*	18,714*	18,714*	1,624*

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

DEPT: 91 PURCHASER

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 91 PURCHASER
DIVISION 01 MAIN OFFICE
PROGRAM 6207 PURCHASING SERVICES

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET

FND GROUP/FUND	36001 HOSPITAL OPERATING FUND								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								

CATEGORY	01 PERSONAL SERVICES								
001 TERM SALARIES-MISC		0	26,439	26,439	8,426	26,479	26,479	26,479	40
060 MANDATORY FRINGE BENEFITS		0	4,776	4,776	2,188	6,953	6,953	6,953	2,177

T O T A L: CATEGORY	01	0*	31,215*	31,215*	10,614*	33,432*	33,432*	33,432*	2,217*
T O T A L: PROJ/WK PHASE	00000	0*	31,215*	31,215*	10,614*	33,432*	33,432*	33,432*	2,217*
T O T A L: FND GROUP/FUND	36001	0*	31,215*	31,215*	10,614*	33,432*	33,432*	33,432*	2,217*
T O T A L: PROGRAM	6207	597,813*	733,190*	734,211*	270,561*	940,560*	905,041*	940,560*	206,349*

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 91 PURCHASER
 DIVISION 01 MAIN OFFICE
 PROGRAM 6207 PURCHASING SERVICES

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

REVISED DEPARTMENTAL REQUESTS - MAYOR'S RECOMMENDED -

CLASS.	TITLE	STZO.	RATE	NO. POSNS.	ACTUAL BUDGET NO. POSNS.	HIGH REQUEST AMOUNT	SERVICE MAINT. LEVEL NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT
FND GROUP/FUND 01001 GENERAL FUND										
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE										
OBJECT 001 PERM SALARIES-MISC										
1160	A ASST DIRECTOR OF P	119181443		1	1	37,661	1	37,661	1	37,661
1404	A CLERK.....	0448B0539		4	2	27,534	2	27,534	2	27,534
1406	A SENIOR CLERK.....	0503B0605		1	0	0	0	0	0	0
1424	A CLERK TYPIST.....	0465B0560		3	2	29,231	2	29,231	2	29,231
1426	A SENIOR CLERK TYPIST	0510B0614		5	3	56,787	3	56,787	3	56,787
1632	A SENIOR ACCOUNT CLE	0552B0664		1	1	17,330	1	17,330	1	17,330
1634	A PRINCIPAL ACCOUNT	0625B0755		1	1	19,705	1	19,705	1	19,705
1952	A PURCHASER.....	0752B0908		4	3	71,097	3	71,097	3	71,097
1954	A PURCHASER, PRINTIN	0752B0908		2	2	46,311	2	46,311	2	46,311
1956	A SENIOR PURCHASER..	0908B1099		1	0	0	0	0	0	0
1958	A SUPERVISING PURCHA	1027B1243		0	1	32,442	1	32,442	1	32,442
9999	A SALARY SAVINGS	0000 0000		0	0	16,716-	0	16,716-	0	16,716-
T O T A L: OBJECT		001		23*	16*	321,382*	16*	321,382*	16*	321,382*
OBJECT 020 TEMPORARY SALARIES										
1424	A CLERK TYPIST.....	0465B0560		1	1	1,617	1	1,617	1	1,617
T O T A L: OBJECT		020		1*	1*	1,617*	1*	1,617*	1*	1,617*
T O T A L: PROJ/WK PHASE		00000		24*	17*	322,999*	17*	322,999*	17*	322,999*
T O T A L: FND GROUP/FUND		01001		24*	17*	322,999*	17*	322,999*	17*	322,999*
FND GROUP/FUND 08099 WORK ORDER										
PROJ/WK PHASE 00000 PROJECT/WORK PHASE NOT APPLICABLE										
OBJECT 001 PERM SALARIES-MISC										
1404	A CLERK.....	0448B0539		0	1	32,916	1	32,916	1	32,916
1952	A PURCHASER.....	0752B0908		1	1	20,638	1	20,638	1	20,638
1956	A SENIOR PURCHASER..	0908B1099		2	0	0	0	0	0	0
T O T A L: OBJECT		001		3*	2*	53,554*	2*	53,554*	2*	53,554*
T O T A L: PROJ/WK PHASE		00000		3*	2*	53,554*	2*	53,554*	2*	53,554*
T O T A L: FND GROUP/FUND		08099		3*	2*	53,554*	2*	53,554*	2*	53,554*

DEPT: 91 PURCHASER

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 9S GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 91 PURCHASER
 DIVISION 01 MAIN OFFICE
 PROGRAM 6207 PURCHASING SERVICES

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

CLASS.	TITLE	STZD. RATE	ACTUAL		REVISED		DEPARTMENTAL REQUESTS		MAYOR'S RECOMMENDED	
			NO. POSNS.	NO. POSNS.	BUDGET	HIGH REQUEST	SERVICE MAINT. LEVEL	NO. POSNS.	AMOUNT	NO. POSNS.
FND GROUP/FUND	30001 AIRPORT OPERATING FUND									
PRDJ/WK PHASE	00000 PRDJ WK PH NOT APPLICABLE									
OBJECT	001 PERM SALARIES-MISC									
1952 A PURCHASER.....	0752B0908		1	1	1	28,647	1	28,647	1	28,647
1956 A SENIOR PURCHASER..	0908B1099		0	1	1	22,714	1	22,714	1	22,714
T D T A L: OBJECT	001		1*	2*	2*	51,361*	2*	51,361*	2*	51,361*
T D T A L: PRDJ/WK PHASE	00000		1*	2*	2*	51,361*	2*	51,361*	2*	51,361*
T D T A L: FND GROUP/FUND	30001		1*	2*	2*	51,361*	2*	51,361*	2*	51,361*

FND GROUP/FUND 31001 MUNICIPAL RAILWAY OPERATING
 PRDJ/WK PHASE 00000 PRDJ WK PH NOT APPLICABLE

OBJECT	001 PERM SALARIES-MISC									
1404 A CLERK.....	0446B0S39		3	1	1	14,067	1	14,067	1	14,067
1426 A SENIOR CLERK TYPIS	0510B0614		1	1	1	16,526	1	16,526	1	16,526
1632 A SENIOR ACCOUNT CLE	0552B0664		0	2	2	34,661	2	34,661	2	34,661
1952 A PURCHASER.....	0752B0908		1	1	1	21,718	1	21,718	1	21,718
1956 A SENIOR PURCHASER..	0908B1099		1	2	2	57,368	2	57,368	2	57,368
T D T A L: OBJECT	001		6*	7*	7*	144,340*	7*	144,340*	7*	144,340*
T D T A L: PRDJ/WK PHASE	00000		6*	7*	7*	144,340*	7*	144,340*	7*	144,340*
T O T A L: FND GROUP/FUND	31001		6*	7*	7*	144,340*	7*	144,340*	7*	144,340*

FND GROUP/FUND 32001 WATER DEPT OPERATING FUND
 PRDJ/WK PHASE 00000 PRDJ WK PH NOT APPLICABLE

OBJECT	001 PERM SALARIES-MISC									
1950 A ASSISTANT PURCHASE	0554B0668		1	0	0	0	0	0	0	0
1952 A PURCHASER.....	0752B0908		0	1	1	23,699	1	23,699	1	23,699
T O T A L: OBJECT	001		1*	1*	1*	23,699*	1*	23,699*	1*	23,699*
T D T A L: PRDJ/WK PHASE	00000		1*	1*	1*	23,699*	1*	23,699*	1*	23,699*
T D T A L: FND GROUP/FUND	32001		1*	1*	1*	23,699*	1*	23,699*	1*	23,699*

OEPT: 91 PURCHASER

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 91 PURCHASER
 DIVISION 01 MAIN OFFICE
 PROGRAM 6207 PURCHASING SERVICES

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

		ACTUAL	REVISED	DEPARTMENTAL REQUESTS		MAYOR'S RECOMMENDED	
CLASS.	TITLE	STZO. RATE NO. POSNS.	NO. POSNS.	HIGH REQUEST	SERVICE MAINT. LEVEL	NO. POSNS.	AMOUNT
FND GROUP/FUNO	33001 HETCH HETCHY OPERATING FUNO						
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE						
OBJECT	001 PERM SALARIES-MISC						
1424 A CLERK TYPIST.....	0465B0560	1	1	1	14,615	1	14,615
T O T A L: OBJECT	001	1*	1*	1*	14,615*	1*	14,615*
T O T A L: PROJ/WK PHASE	00000	1*	1*	1*	14,615*	1*	14,615*
T O T A L: FND GROUP/FUNO	33001	1*	1*	1*	14,615*	1*	14,615*
FND GROUP/FUNO	36001 HOSPITAL OPERATING FUNO						
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE						
OBJECT	001 PERM SALARIES-MISC						
1936 A SENIOR STOREKEEPER	0631B0762	0	1	1	26,479	1	26,479
T O T A L: OBJECT	001	0*	1*	1*	26,479*	1*	26,479*
T O T A L: PROJ/WK PHASE	00000	0*	1*	1*	26,479*	1*	26,479*
T O T A L: FND GROUP/FUNO	36001	0*	1*	1*	26,479*	1*	26,479*
T O T A L: PROGRAM	6207	36*	31*	31*	637,047*	31*	637,047*

3496

BPREP REPORT 778

CITY & COUNTY OF SAN FRANCISCO

3496
PAGE: 1

DEPT: 91 PURCHASER

EQUIPMENT DETAIL

FISCAL YEAR 1981-82

M5A 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 91 PURCHASER
 DIVISION 01 MAIN OFFICE
 PROGRAM 6207 PURCHASING SERVICES

***** FISCAL YEAR 1981-82 *****

----- DEPARTMENTAL REQUESTS ----- - MAYOR'S RECOMMENDED -

EQUIP NO.	DESCRIPTION	PRICE	HIGH REQUEST COUNT	REQUEST AMOUNT	SERVICE MAINT. LEVEL COUNT	AMOUNT	COUNT	AMOUNT

FND GROUP/FUND 01001 GENERAL FUND								
PRDJ/WK PHASE 00000 PRDJ WK PH NOT APPLICABLE								
OBJECT	220 EQUIPMENT PURCHASE							
9999ZY EQUIPMENT NOT DETAILED		\$0	6	8,470	6	8,470	6	8,470
T D T A L: OBJECT	220		6*	8,470*	6*	8,470*	6*	8,470*
T D T A L: PRDJ/WK PHASE	00000		6*	8,470*	6*	8,470*	6*	8,470*
T D T A L: FND GROUP/FUND	01001		6*	8,470*	6*	8,470*	6*	8,470*
T D T A L: PROGRAM	6207		6*	8,470*	6*	8,470*	6*	8,470*

Department: 91 - Purchasing

Program: Purchasing Services

Object Object Title and Explanation of ChangeObject Object Title and Explanation of Change001 PERMANENT SALARIES

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
321,382	321,382	321,382	321,382

All Levels: Positions have been budgeted at the same level last year. This is the minimal level necessary to efficiently process the workload.

Mayor's Comments:

0200 TEMPORARY SALARIES

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
1,617	1,617	1,617	1,617

All Levels: The Purchasing Dept. operation is the most complex in the State of California, incorporating as it does all of the procurement responsibilities for City and County Departments and the Community College District. This

Department: 91 - Purchasing
 Program: Purchasing Services

Object Object Title and Explanation of Change

work is accomplished with such a small staff in comparison with other cities and counties that the lack of a single employee for a period of a few days or more due to sick leave and vacation causes severe backlogs of work, and the consequent reduction of timely service to the departments.

Budget request is based on previous experiences and the need to keep the office at an efficient level of production.

Mayor's Comments:

60 MANDATORY FRINGE BENEFITS

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
86,643	86,643	86,643	86,643

Details as follows:

0600 Retirement 16.99%.....	54,877
0605 Social Security 6.70% & 6.13%.....	20,848
0610 Health Service @ \$501.40 per employee.....	9,593
0620 Unemployment Insurance 0.4%.....	1,291
0621 Unemployment Insurance Adml. \$2 per emp.....	34
Total.....	<u>86,643</u>

All Levels: The amount of Mandatory Fringe Benefits are based on Permanent Salaries of \$294,267.

Mayor's Comments:

Object Object Title and Explanation of Change

109 OTHER CONTRACTUAL SERVICES

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
\$ 1,200	\$ 1,200	\$ 1,200	1,200

1218 Repairs & Maintenance of Office Equipment - \$ 1,200

All Levels: This item is already at the minimal level.

Mayor's Comments:

120 OTHER SERVICES

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
\$ 32,037	\$ 32,037	\$ 27,857	32,037

Details are as follows:

<u>Sub-Objects of Expenditure</u>	<u>High & Low Level</u>	<u>Maintenance Level</u>
1232 Telephone & Telegraph.....	\$ 13,642	\$ 12,882
1233 Postage.....	10,782	8,502
1235 Subscription.....	1,203	1,203
1236 Printing.....	6,078	4,938
1299 Other Contractual Services		
Rental of postage meter.....	332	332
Total.....	<u>\$ 32,037</u>	<u>\$ 27,857</u>

Department: 91 - Purchasing

Program: Purchasing Services

Object Object Title and Explanation of Change

The following subscriptions for this Program are:

Dun & Bradstreet Report	\$ 847
Consumer Report	17
Kelley Blue Book (New Car)	50
Journal of Purchasing	11
Consumer Monthly	11
Index of Federal Specifications Standards	14
Fire Engineering	14
The Paper Catalog	9
The Thomas Register	112
Drug Topics Red Book	23
Buyer's Laboratory Reports	95

Total Subscriptions \$ 1,203

High & Low Level: Increase requested to offset actual increase in rates of utilities, postage, subscriptions, etc., and to meet increased cost of paper and printing.

Maintenance Level: This amount is the same as the amount budgeted for Fiscal Year 1980-81 plus the inflation factor provided by budget instructions.

Mayor's Comments:

MATERIALS & SUPPLIES

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
\$ 14,223	\$ 14,223	\$ 12,084	* 14,223

Details are as follows:

<u>Sub-Objects of Expenditure</u>	<u>High & Low Level</u>	<u>Maintenance Level</u>
301 Office Supplies & Devices	\$ 10,407	\$ 8,584
399 Fuel & Lubricants	3,816	3,500
Total	\$ 14,223	\$ 12,084

Object Object Title and Explanation of Change

High & Low Levels: Increase requested to offset increase in rates of materials and supplies.

Maintenance Level: This amount is the same amount budgeted for Fiscal Year 1980-81 plus the inflation factor provided for in the budget instructions.

Mayor's Comments:

140 FIXED CHARGES

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
\$ 800.00	\$ 800.00	\$ 800.00	* 800

1440 Membership Dues - \$800.00

All Levels: To maintain membership in California Association of Public Purchasing Officers and the Purchasing Management Association. Both organizations furnish information on new and efficient procurement techniques, and are available for consultation and purchasing problems.

220 EQUIPMENT PURCHASE

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
\$ 8,470	\$ 8,470	\$ 8,470	* 8,470

The following are the details of the Equipment:

Typewriters	2 @ \$ 894 ea.	\$ 1,798
Calculators	2 @ 296 ea.	592
Postage Meter	1	5,800
Time Stamp	1	280
Total		<u>\$ 8,470</u>

Department: 91 - Purchasing
 Program: Purchasing Services

Object Object Title and Explanation of Change

All Levels: The Equipment mentioned above are to replace old existing office equipment.

2 Typewriters needed to replace the oldest (13 yrs.) machines

2 Calculators to replace 2 old calculators which cannot be repaired

1 Postage Meter - Present machine is so old it can no longer be repaired because of unavailability of parts.

1 Time Stamp - Same reason

Mayor's Comments:

340 CONTROLLER DATA - \$ 112,114

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
\$ 98,274	\$ 112,114	\$ 90,114	\$ 112,114

Main Office Bureau \$ 24,470

For EOP Services - Purchase Order Register and other reports necessary to procurement procedures. The breakdown of this expenditure is as follows:

PUR - Purchase Orders - Equip. Inventory

Covers Purchase Order reports; Purchase Order statistics; garbage collections; Central Shops expenditures; Equipment inventory; Reproduction billing and finances.

Central Shops \$ 65,644

PSA - Central Shops Accounting

This project includes labor (repair/maintenance input); materials (auto-parts input); Shop expenditure report; auto inventory; gas and oil mileage.

High: Additional cost of \$22,000 to develop data and statistics for M80 programs, Firm project and progress reports.

Object Object Title and Explanation of Change

Low: To meet minimum recommendations of EDP Controller Dept.

Maintenance: Amount requested is the same amount as budgeted for Fiscal Year 1981-82 plus inflation factor per budget instructions.

Mayor's Comments:

350 REPRODUCTION PRINTING - \$ 29,200

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
\$ 29,200	\$ 29,200	\$ 29,200	\$ 29,200

All Levels: For microfilming, mimeographing, xerography and required in processing of bids and purchase orders. This amount reflects the volume of services required by all departments of the City. Increase reflects inflation factor in the costs of maintenance of printing equipment and supplies.

Mayor's Comments:

* PROGRAM LEVEL *

DATE: 05/14/81

TIME: 09:07

FISCAL YEAR 1981-82

DEPT PAGE: 12

MBO PROGRAM SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPT : 91 PURCHASER
 PROGRAM: 6260 STORAGE & WAREHOUSING

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
PROGRAM REVENUE SUMMARY:								
GENERAL FUND REVENUES - CREDITED TO DEPT	7,642	149,136	149,136	19,268	700,675	186,670	700,675	551,539
GENERAL FUND UNALLOCATED	202,392	252,050	513,194	130,615	251,339-	258,910	251,339-	764,533-
TOTAL BUDGETED	210,024	401,186	662,330	149,883	449,336	445,580	449,336	212,994-
NON-BUDGETED OPERATING	61,992	0	50,478	30,612	0	0	0	50,478-
TOTAL PROGRAM	272,016	401,186	712,808	180,495	449,336	445,580	449,336	263,472-
PROGRAM EXPENDITURE SUMMARY:								
LABOR COSTS	969,735	1,167,944	1,253,785	450,319	1,324,330	1,324,330	1,324,330	70,545
CONTRACTUAL SERVICES	375	0	797	124	780	780	780	17-
OTHER CURRENT EXPENDITURES	47,656	8,740	7,943	10,341	12,807	9,051	12,807	4,864
EQUIPMENT/CAPITAL OUTLAY	0	5,000	5,000	0	0	0	0	5,000-
SERVICES OF OTHER DEPARTMENTS	1,428	1,432	1,432	198	1,300	1,300	1,300	132-
RECOVERIES	338,868-	72,843-	103,793	29,839-	95,917-	95,917-	95,917-	199,710-
TOTAL BUDGETED	660,326	1,110,273	1,372,750	431,143	1,243,300	1,239,544	1,243,300	129,450-
NON-BUDGETED OPERATING	61,992	0	50,478	30,612	0	0	0	50,478-
TOTAL PROGRAM	742,318	1,110,273	1,423,228	461,755	1,243,300	1,239,544	1,243,300	179,928-
PROGRAM EMPLOYMENT SUMMARY:								
AUTHORIZED POSITIONS:								
PERMANENT POSITIONS	54	52	52					
TEMPORARY POSITIONS	2	2	2		52	52	52	0
INTERCEPT WORK ORDER POSITIONS	4	3	3		2	2	2	0
					3	3	3	0
TOTAL BUDGETED	60	57	57		57	57	57	0
TOTAL PROGRAM	60	57	57		57	57	57	0

MBO-BUOGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

OEPT: 91 PURCHASER

* PROGRAM LEVEL *

DATE: 05/14/81

FISCAL YEAR 1981-82

TIME: 09:07

OEPT PAGE: 11

M B O P E R F O R M A N C E B U O G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 OEPT : 91 PURCHASER
 PROGRAM: 6260 STORAGE & WAREHOUSING

---GOAL: TO RECEIVE, MAINTAIN AND ISSUE MATERIALS AND SUPPLIES FOR CITY DEPARTMENTS.
 TO COORDINATE AND CONDUCT SURPLUS PROPERTY SALES OF CITY EQUIPMENT.

---OBJECTIVES: QOA TO HOLD A MINIMUM OF FIVE MAJOR SALES OF SURPLUS CITY PROPERTY.

OBJ DATE SPAN: 81/01-81/12

QOB TO MAINTAIN LOSS OF MATERIALS AND SUPPLIES TO .5% DUE TO DAMAGE OR THEFT.

81/01-81/12

TYPE	T	MEASURE	1979-80 ACTUAL	1980-81 REVISED	1ST 6 MO ACTUAL	LOW REQUEST	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM.
------	---	---------	-------------------	--------------------	--------------------	----------------	-----------------	----------------	--------------------

-WORKLOAD:

QOA 10 M	# SALES HELD	.	.	.	5	5	5	5
QOB 10 M	AMOUNT OF INVENTORY	.	.	.	\$4,500,000	\$4,500,000	\$4,500,000	\$4,500,000

-EFFECTIVENESS:

QOA 30 M	REVENUE RECEIVED FROM SURPLUS SALES	.	.	.	\$700,000	\$700,000	\$700,000	\$700,000
QOB 30 M	DOLLAR VALUE OF LOSS	.	.	.	\$22,500	\$22,500	\$22,500	\$22,500
QOB 31 M	% LOSS TO VALUE OF INVENTORY5 %	.5 %	.5 %	.5 %

DEPT: 91 PURCHASER

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 91 PURCHASER
DIVISION 01 MAIN OFFICE
PROGRAM 6260 STORAGE & WAREHOUSING

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

-DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDATION--

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND 01001 GENERAL FUND									
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE									
CATEGORY 01 PERSONAL SERVICES									
001	PERM SALARIES-MISC	265,578	299,852	299,508	110,447	332,772	332,772	332,772	33,264
010	OVERTIME	2,314	826	826	0	826	826	826	0
012	HOLIDAY PAY	1,518	2,500	2,500	660	2,500	2,500	2,500	0
016	IN LIEU SICK LEAVE	3,768	0	996	0	996	996	996	0
017	RETROACTIVE PERSONAL SERVICE	17,428	0	871	0	0	0	0	871-
020	TEMPORARY SALARIES	3,454	3,527	3,527	0	3,872	3,872	3,872	345
060	MANDATORY FRINGE BENEFITS	80,141	79,309	79,309	28,475	93,483	93,483	93,483	14,174
T O T A L: CATEGORY 01		374,201*	386,014*	387,537*	139,582*	434,449*	434,449*	434,449*	46,912*
CATEGORY 10 CONTRACTUAL SERVICES									
109	OTHER CONTRACTUAL SERVICES	375	0	797	124	780	780	780	17-
T O T A L: CATEGORY 10		375*	0*	797*	124*	780*	780*	780*	17-
CATEGORY 12 OTHER CURRENT EXPENDITURES									
120	OTHER SERVICES	3,372	4,802	4,005	902	6,087	5,482	6,087	2,082
130	MATERIALS AND SUPPLIES	4,915	3,938	3,938	500	3,160	1,749	3,160	778-
140	FIXED CHARGES	0	0	0	0	3,560	1,820	3,560	3,560
T O T A L: CATEGORY 12		8,287*	8,740*	7,943*	1,402*	12,807*	9,051*	12,807*	4,864*
CATEGORY 24 EQUIPMENT/CAPITAL PURCHASES									
220	EQUIPMENT PURCHASE	0	5,000	5,000	0	0	0	0	5,000-
T O T A L: CATEGORY 24		0*	5,000*	5,000*	0*	0*	0*	0*	5,000-
CATEGORY 30 SERVICES OF OTHER DEPTS									
310	CENTRAL SHOP	1,428	1,432	1,432	198	1,300	1,300	1,300	132-
T O T A L: CATEGORY 30		1,428*	1,432*	1,432*	198*	1,300*	1,300*	1,300*	132-
T O T A L: PROJ/WK PHASE 00000		384,291*	401,186*	402,709*	141,306*	449,336*	445,580*	449,336*	46,627*
T O T A L: FND GROUP/FUND 01001		384,291*	401,186*	402,709*	141,306*	449,336*	445,580*	449,336*	46,627*

DEPT: 91 PURCHASER

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 91 PURCHASER
 DIVISION 01 MAIN OFFICE
 PROGRAM 6260 STORAGE & WAREHOUSING

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

-DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDED---

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND	08099 WORK ORDER								
PROJ/WK PHASE	00000 PROJECT/WORK PHASE NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
001 PERM SALARIES-MISC		67,390	48,410	113,852	20,277	73,718	73,718	73,718	40,134-
010 OVERTIME		11,058	581	2,687	77	2,653	2,653	2,653	34-
012 HOLIDAY PAY		583	832	7,182	546	0	0	0	7,182-
017 RETROACTIVE PERSONAL SERVICE		5,346	0	0	0	0	0	0	0
060 MANDATORY FRINGE BENEFITS		40,855	23,020	32,107	8,577	19,546	19,546	19,546	12,561-
T O T A L: CATEGORY	01	125,232*	72,843*	155,828*	29,477*	95,917*	95,917*	95,917*	59,911-
CATEGORY	12 OTHER CURRENT EXPENDITURES								
39 PRIOR YEAR W/O LOAD		39,369	0	0	8,939	0	0	0	0
T O T A L: CATEGORY	12	39,369*	0*	0*	8,939*	0*	0*	0*	0*
CATEGORY	39 INTERDEPARTMENTAL RECOVERY								
390 INTERDEPARTMENTAL RECOVERY		338,868-	72,843-	103,793	29,839-	95,917-	95,917-	95,917-	199,710-
T O T A L: CATEGORY	39	338,868-	72,843-	103,793*	29,839-	95,917-	95,917-	95,917-	199,710-
T O T A L: PROJ/WK PHASE	00000	174,267-	0*	259,621*	8,577*	0*	0*	0*	259,621-
T O T A L: FND GROUP/FUND	08099	174,267-	0*	259,621*	8,577*	0*	0*	0*	259,621-
FND GROUP/FUND	30001 AIRPORT OPERATING FUND								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
001 PERM SALARIES-MISC		24,397	50,084	50,084	17,763	55,227	55,227	55,227	5,143
010 OVERTIME		636	3,848	3,848	875	3,848	3,848	3,848	0
012 HOLIDAY PAY		329	0	0	0	0	0	0	0
017 RETROACTIVE PERSONAL SERVICE		1,231	0	30	0	0	0	0	30-
060 MANDATORY FRINGE BENEFITS		7,737	13,753	13,753	4,614	15,965	15,965	15,965	2,212
T O T A L: CATEGORY	01	34,330*	67,685*	67,715*	23,252*	75,040*	75,040*	75,040*	7,325*
T O T A L: PROJ/WK PHASE	00000	34,330*	67,685*	67,715*	23,252*	75,040*	75,040*	75,040*	7,325*
T O T A L: FND GROUP/FUND	30001	34,330*	67,685*	67,715*	23,252*	75,040*	75,040*	75,040*	7,325*

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

DEPT: 91 PURCHASER

FISCAL YEAR 1981-82

MSA
DEPARTMENT
DIVISION
PROGRAM

95 GENERAL ADMINISTRATION & FINANCE GROUP
91 PURCHASER
01 MAIN OFFICE
6260 STORAGE & WAREHOUSING

F/Y 1979-80 ***** FISCAL YEAR 1980-81 *****

***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	DEPARTMENTAL REQUESTS- HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	MAYOR'S RECOMMENDED VS. REVISED BUDGET
FND GROUP/FUNO PROJ/WK PHASE	3100I MUNICIPAL RAILWAY OPERATING 00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
	001 PERM SALARIES-MISC	256,396	348,913	348,913	152,451	382,913	382,913	382,913	34,000
	010 OVERTIME	1,228	26,731	26,731	3,926	26,731	26,731	26,731	0
	012 HOLIDAY PAY	979	8,781	8,781	2,526	8,781	8,781	8,781	0
	017 RETROACTIVE PERSONAL SERVICE	14,288	0	1,004	0	0	0	0	1,004-
	060 MANDATORY FRINGE BENEFITS	73,148	100,155	100,155	38,441	113,236	113,236	113,236	13,081
T O T A L: CATEGORY	01	346,039*	484,580*	485,584*	197,344*	531,661*	531,661*	531,661*	46,077*
T O T A L: PROJ/WK PHASE	00000	346,039*	484,580*	485,584*	197,344*	531,661*	531,661*	531,661*	46,077*
T O T A L: FND GROUP/FUNO	3100I	346,039*	484,580*	485,584*	197,344*	531,661*	531,661*	531,661*	46,077*
FND GROUP/FUNO PROJ/WK PHASE	3200I WATER DEPT OPERATING FUNO 00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
	001 PERM SALARIES-MISC	42,188	66,109	66,109	19,923	72,897	72,897	72,897	6,788
	010 OVERTIME	895	1,370	1,370	0	1,370	1,370	1,370	0
	012 HOLIDAY PAY	820	1,714	1,714	553	1,714	1,714	1,714	0
	017 RETROACTIVE PERSONAL SERVICE	2,286	0	0	0	0	0	0	0
	060 MANDATORY FRINGE BENEFITS	13,292	18,361	18,361	5,803	20,617	20,617	20,617	2,256
T O T A L: CATEGORY	01	59,481*	87,554*	87,554*	26,279*	96,598*	96,598*	96,598*	9,044*
T O T A L: PROJ/WK PHASE	00000	59,481*	87,554*	87,554*	26,279*	96,598*	96,598*	96,598*	9,044*
T O T A L: FND GROUP/FUNO	3200I	59,481*	87,554*	87,554*	26,279*	96,598*	96,598*	96,598*	9,044*
FND GROUP/FUNO PROJ/WK PHASE	3300I HATCH HATCHY OPERATING FUNO 00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
	001 PERM SALARIES-MISC	25,595	34,058	34,058	16,138	37,557	37,557	37,557	3,499
	010 OVERTIME	0	883	883	0	883	883	883	0
	017 RETROACTIVE PERSONAL SERVICE	693	0	299	0	0	0	0	299-
	060 MANDATORY FRINGE BENEFITS	4,164	9,420	9,420	2,974	10,415	10,415	10,415	995
T O T A L: CATEGORY	01	30,452*	44,361*	44,660*	19,112*	48,855*	48,855*	48,855*	4,195*

DEPT: 91 PURCHASER

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 91 PURCHASER
 DIVISION 01 MAIN OFFICE
 PROGRAM 6260 STORAGE & WAREHOUSING

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

-DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDED--

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND	33001 HATCH HATCHY OPEATING FUND								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
T O T A L:	PROJ/WK PHASE 00000	30,452*	44,361*	44,660*	19,112*	48,855*	48,855*	48,855*	4,195*
T O T A L:	FND GROUP/FUND 33001	30,452*	44,361*	44,660*	19,112*	48,855*	48,855*	48,855*	4,195*
FND GROUP/FUND	36001 HOSPITAL OPEATING FUND								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
001	PEPM SALARIES-MISC	0	18,034	18,034	12,125	19,566	19,566	19,566	1,532
010	OVERTIME	0	0	0	0	6,823	6,823	6,823	6,823
012	HOLIDAY PAY	0	0	0	0	6,842	6,842	6,842	6,842
060	MANDATORY FRINSE BENEFITS	0	6,873	6,873	3,148	8,579	8,579	8,579	1,706
T O T A L:	CATEGORY 01	0*	24,907*	24,907*	15,273*	41,810*	41,810*	41,810*	16,903*
T O T A L:	PROJ/WK PHASE 00000	0*	24,907*	24,907*	15,273*	41,810*	41,810*	41,810*	16,903*
T O T A L:	FND GROUP/FUND 36001	0*	24,907*	24,907*	15,273*	41,810*	41,810*	41,810*	16,903*
T O T A L:	PROGRAM 6260	680,326*	1,110,273*	1,372,750*	431,143*	1,243,300*	1,239,544*	1,243,300*	129,450-

DEPT: 91 PURCHASER

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 91 PURCHASER
 DIVISION 01 MAIN OFFICE
 PROGRAM 6260 STORAGE & WAREHOUSING

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

CLASS.	TITLE	STZO.	RATE	NO. POSNS.	ACTUAL REVISED BUDGET	HIGH REQUEST NO. POSNS.	AMOUNT	SERVICE MAINT. LEVEL NO. POSNS.	AMOUNT	MAYOR'S RECOMMENDED NO. POSNS.	AMOUNT
FNO GROUP/FUNO	01001 GENERAL FUNO										
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE										
OBJECT	001 PERM SALARIES-MISC										
1426 A SENIOR CLERK TYPIS	051080614	5		1	1	16,025	1	16,025	1	16,025	
1446 A SENIOR CLERK STENO	056080674	1		1	1	17,591	1	17,591	1	17,591	
1920 A INVENTORY CLERK...	049680596	2		2	2	31,111	2	31,111	2	31,111	
1932 A ASSISTANT STOREKEEP	051280617	5		6	6	96,622	6	96,622	6	96,622	
1934 A STOREKEEPER.....	056280677	4		4	4	70,679	4	70,679	4	70,679	
1936 A SENIOR STOREKEEPER	063180762	6		4	4	79,552	4	79,552	4	79,552	
1938 A STORES AND EQUIPME	072880978	1		1	1	11,458	1	11,458	1	11,458	
1940 A STORES AND EQUIPME	085831037	1		1	1	27,065	1	27,065	1	27,065	
9999 A SALARY SAVINGS	0000'0000	0		0	0	17,331-	0	17,331-	0	17,331-	
T O T A L: OBJECT	001	25*		20*	20*	332,772*	20*	332,772*	20*	332,772*	
OBJECT	020 TEMPORARY SALARIES										
1424 A CLERK TYPIST.....	046580560	2		2	2	3,872	2	3,872	2	3,872	
T O T A L: OBJECT	020	2*		2*	2*	3,872*	2*	3,872*	2*	3,872*	
T O T A L: PROJ/WK PHASE	00000	27*		22*	22*	336,644*	22*	336,644*	22*	336,644*	
T O T A L: FNO GROUP/FUNO	01001	27*		22*	22*	336,644*	22*	336,644*	22*	336,644*	
FNO GROUP/FUNO	08099 WORK ORDER										
PROJ/WK PHASE	00000 PROJECT/WORK PHASE NOT APPLICABLE										
OBJECT	001 PERM SALARIES-MISC										
1934 A STOREKEEPER.....	056280677	3		3	3	73,718	3	73,718	3	73,718	
1934 B STOREKEEPER.....	056280677	1		0	0	0	0	0	0	0	
T O T A L: OBJECT	001	4*		3*	3*	73,718*	3*	73,718*	3*	73,718*	
T O T A L: PROJ/WK PHASE	00000	4*		3*	3*	73,718*	3*	73,718*	3*	73,718*	
T O T A L: FNO GROUP/FUNO	08099	4*		3*	3*	73,718*	3*	73,718*	3*	73,718*	
FNO GROUP/FUNO	30001 AIRPORT OPERATING FUNO										
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE										
OBJECT	001 PERM SALARIES-MISC										
1934 A STOREKEEPER.....	056280677	1		2	2	35,339	2	35,339	2	35,339	

DEPT: 91 PURCHASER

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 91 PURCHASER
 DIVISION 01 MAIN OFFICE
 PROGRAM 6260 STORAGE & WAREHOUSING

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

REVISED ----- DEPARTMENTAL REQUESTS ----- MAYOR'S RECOMMENDED -

CLASS.	TITLE	STZD. RATE NO. POSNS.	ACTUAL BUDGET NO. POSNS.	HIGH REQUEST NO. POSNS.	AMOUNT	SERVICE MAINT. LEVEL NO. POSNS.	AMOUNT	MAYOR'S RECOMMENDED NO. POSNS.	AMOUNT
FND GROUP/FUND 30001 AIRPORT OPERATING FUND									
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE									
OBJECT 001 PERM SALARIES-MISC									
1936 A SENIOR STOREKEEPER 063180762 1 1 1 19,888 1 19,888 1 19,888									
T O T A L: OBJECT 001 2* 3* 3* 55,227* 3* 55,227* 3* 55,227*									
T O T A L: PROJ/WK PHASE 00000 2* 3* 3* 55,227* 3* 55,227* 3* 55,227*									
T O T A L: FND GROUP/FUND 30001 2* 3* 3* 55,227* 3* 55,227* 3* 55,227*									
FND GROUP/FUND 31001 MUNICIPAL RAILWAY OPERATING									
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE									
OBJECT 001 PERM SALARIES-MISC									
1932 A ASSISTANT STOREKEEPER 051280617 4 4 4 64,414 4 64,414 4 64,414									
1934 A STOREKEEPER..... 056280677 14 14 14 247,377 14 247,377 14 247,377									
1936 A SENIOR STOREKEEPER 063180762 3 3 3 59,664 3 59,664 3 59,664									
1938 A STORES AND EQUIPMENT 072880678 0 1 1 11,458 1 11,458 1 11,458									
T O T A L: OBJECT 001 21* 22* 22* 382,913* 22* 382,913* 22* 382,913*									
T O T A L: PROJ/WK PHASE 00000 21* 22* 22* 382,913* 22* 382,913* 22* 382,913*									
T O T A L: FND GROUP/FUND 31001 21* 22* 22* 382,913* 22* 382,913* 22* 382,913*									
FND GROUP/FUND 32001 WATER DEPT OPERATING FUND									
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE									
OBJECT 001 PERM SALARIES-MISC									
1934 A STOREKEEPER..... 056280677 3 3 3 53,009 3 53,009 3 53,009									
1936 A SENIOR STOREKEEPER 063180762 1 1 1 19,888 1 19,888 1 19,888									
T O T A L: OBJECT 001 4* 4* 4* 72,897* 4* 72,897* 4* 72,897*									
T O T A L: PROJ/WK PHASE 00000 4* 4* 4* 72,897* 4* 72,897* 4* 72,897*									
T O T A L: FND GROUP/FUND 32001 4* 4* 4* 72,897* 4* 72,897* 4* 72,897*									

POSITION CLASSIFICATION DETAIL

DEPT: 91 PURCHASER

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 91 PURCHASER
 DIVISION 01 MAIN OFFICE
 PROGRAM 6260 STORAGE & WAREHOUSING

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

CLASS.	TITLE	STZO. RATE NO.	ACTUAL NO. POSNS.	REVISED BUDGET NO. POSNS.	HIGH REQUEST NO. POSNS.	AMOUNT	SERVICE MAINT. LEVEL NO. POSNS.	AMOUNT	MAYOR'S RECOMMENDED NO. POSNS.	AMOUNT
FND GROUP/FUND	33001 HATCH HATCHY OPERATING FUND									
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE									
OBJECT	001 PERM SALARIES-MISC									
1934 A STOREKEEPER.....	056280677		1	1	1	17,669	1	17,669	1	17,669
1936 A SENIOR STOREKEEPER	063180762		1	1	1	19,888	1	19,888	1	19,888
TOTAL: OBJECT	001		2*	2*	2*	37,557*	2*	37,557*	2*	37,557*
TOTAL: PROJ/WK PHASE	00000		2*	2*	2*	37,557*	2*	37,557*	2*	37,557*
TOTAL: FND GROUP/FUND	33001		2*	2*	2*	37,557*	2*	37,557*	2*	37,557*

FND GROUP/FUND 36001 HOSPITAL OPERATING FUND
 PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE

CLASS.	TITLE	STZO. RATE NO.	ACTUAL NO. POSNS.	REVISED BUDGET NO. POSNS.	HIGH REQUEST NO. POSNS.	AMOUNT	SERVICE MAINT. LEVEL NO. POSNS.	AMOUNT	MAYOR'S RECOMMENDED NO. POSNS.	AMOUNT
OBJECT	001 PERM SALARIES-MISC									
1956 A SENIOR PURCHASER..	090881099		0	1	1	19,566	1	19,566	1	19,566
TOTAL: OBJECT	001		0*	1*	1*	19,566*	1*	19,566*	1*	19,566*
TOTAL: PROJ/WK PHASE	00000		0*	1*	1*	19,566*	1*	19,566*	1*	19,566*
TOTAL: FND GROUP/FUND	36001		0*	1*	1*	19,566*	1*	19,566*	1*	19,566*
TOTAL: PROGRAM	6260		60*	57*	57*	978,522*	57*	978,522*	57*	978,522*

3400

LINE - ITEM EXPLANATIONS

3400

Department: 91 - Purchasing, Main OfficeProgram: Storage and WarehousingObject Object Title and Explanation of ChangeObject Object Title and Explanation of Change001 PERMANENT SALARIES

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
332,772	332,772	332,772	332,772

All Levels: Positions have been budgeted at the same level as last year. This is the minimal level necessary to efficiently process the workload.

Mayor's Comments:

010 OVERTIME

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
\$ 826	\$ 826	\$ 826	\$826

All Levels: For use in absorbing workloads which occur in June and December. There is a need for provision for temporary overtime funds to handle critical procurement duties.

1932 Assist. Stkpr.	3 da. @ 84 ea.	= \$ 252
1934 Storekeeper	4 da. @ 92.10	= 368
1936 Sr. Stkpr.	2 da. @ 103.65	= 206

Total	<u>\$ 826</u>
-------	---------------

Mayor's Comments:

120 HOLIDAY PAY

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
2,500	2,500	2,500	2,500

Department: 91 - Purchasing, Main Office

Program: Storage and Warehousing

Object Object Title and Explanation of Change

All Levels: To pay for the manpower to operate storerooms and warehouses at locations that operate during certain holidays. Used primarily at San Francisco General Hospital which must operate on holidays.

1932 Assist. Stkpr.	9 da. 7 hrs. & 17 mins. @ 84 da.	= \$	832
1934 Storekeeper	12 da. @ \$ 92.10 da.	=	1,105
1936 Sr. Stkpr.	12 da. @ \$103.65 da.	=	1,244
Total			<u>2,500</u>

Mayor's Comments:

06 IN LIEU OF SICK LEAVE

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
\$ 996	\$ 996	\$ 996	\$996

All Levels: This item is carried forward automatically by the Controller Dept. pending outcome of the suit for employee salary increases.

Mayor's Comments:

0 TEMPORARY SALARIES

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
3,872	3,872	3,872	3,872

All Levels: Our Purchasing Dept. operation is the most complex in the State of California, incorporating as it does all of the procurement responsibilities for City and County Departments and the Community College District.

Object Object Title and Explanation of Change

This work is accomplished with such a small staff in comparison with other cities and counties that the lack of a single employee for a period of a few days or more, due to sick leave and vacation, causes severe backlogs of work and the consequent reduction of timely service to the departments.

Budget request is based on previous experiences and the need to keep the office at an efficient level of production.

060 MANDATORY FRINGE BENEFITS

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
93,483	93,483	93,483	93,483

Details as follows:

0600 Retirement 16.99%	57,760
0606 Social Security 6.70% & 6.65%	22,692
0610 Health Service \$ 581.40 per employee	11,628
0620 Unemployment Insurance 0.4%	1,359
0621 Unemployment Insurance - Adm. \$2/3mp.	<u>44</u>

Total	<u>93,483</u>
-------	---------------

All Levels: The amount of Fringe Benefits were calculated by the computer based on Permanent Salaries of \$ 301,418 + Overtime \$ 826 + Holiday Pay \$ 2,500 for 20 employees.

Mayor's Comments:

Department: 91 - Purchasing, Main Office

Program: Storage and Warehousing

Object Object Title and Explanation of Change109 OTHER CONTRACTUAL SERVICES

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
\$ 730	\$ 780	\$ 780	\$780

1221 - Scavenger Services - \$ 780. This expenditure is for scavenger services at Central Warehouse.

All Levels: For disposal of trash generated by the unpacking of materials and supplies delivered to Central Warehouse.

Mayor's Comments:

120 OTHER SERVICES

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
6,087	6,087	6,087	6,087

Details are as follows:

<u>Sub-Objects of Expenditure</u>	<u>High & Low Level</u>	<u>Maintenance Level</u>
1232 Telephone & Telegraph	\$ 1,974	\$ 1,864
1233 Postage	1,561	1,231
1235 Subscription -	40	40
Kelley Blue Book Used Car		
1236 Printing	880	715
1299 Other Contractual Services -	1,632	1,632
Rental of Burglar Alarm System		
Total	<u>\$ 6,087</u>	<u>\$ 5,482</u>

Object Object Title and Explanation of Change

Low & High Level: Additional postage, telephone and printing funds are needed to properly respond to the increasing number of public inquiries about our surplus sales program.

Maintenance: Minimum amounts needed to comply with mandated sales programs.

130 MATERIALS & SUPPLIES

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
\$ 3,160	\$ 3,160	\$ 1,749	3,160

Details are as follows:

<u>Sub-Objects of Expenditure</u>	<u>High & Low Level</u>	<u>Maintenance Level</u>
1301 Office Supplies & Devices	\$ 1,506	\$ 1,242
1399 Fuel & Lubricants	1,654	507
Total	<u>\$ 3,160</u>	<u>\$ 1,749</u>

High & Low Level: Increase due to use of an additional truck for use in expanded surplus sales program as well as increased cost of the commodity.

Maintenance Level: An adequate supply of stationery and supplies for use by the Stores Division is necessary to avoid delays in processing requisitions from different departments of the City.

Mayor's Comments:

Department: 91 - Purchasing, Main Office

Program: Storage and Warehousing

Object Object Title and Explanation of Change140 FIXED CHARGES

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
\$ 3,560	\$ 3,560	\$ 1,820	\$ 3,560

1449 Other Fixed Costs

	<u>High & Low Level</u>	<u>Maintenance Level</u>
a. Rental of Copier - Central Warehouse	\$ 1,740	\$ 0
b. Sewer Service Charge -	<u>1,820</u>	<u>1,820</u>
Total Other Fixed Costs	<u>\$ 3,560</u>	<u>\$ 1,820</u>

High & Low Level: Rental of Copier is necessary because the office area at 15th and Harrison is not located near any other City operation, which now has a copier.

SERVICES OF OTHER DEPARTMENTS10 AUTO MAINTENANCE

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300

1 Levels: Increase over last year due to addition of one used truck for use with property sales program. Request for this expenditure is made yearly to cover the cost of labor and parts for the maintenance of three automobiles and one panel truck. In addition, the Central Warehouse have a Butane Forklift that needs servicing from time to time.

Object Object Title and Explanation of Change

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 91 PURCHASER

DATE: 05/14/81

FISCAL YEAR 1981-82

DEPT PAGE: 18

* PROGRAM LEVEL *

TIME: 09:07

MBO PROGRAM SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPT : 91 PURCHASER

PROGRAM: 6310 PURCHASER MANAGEMENT

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMR TO REVISED
* - - - - - PROGRAM REVENUE SUMMARY: - - - - - *								
GENERAL FUND UNALLOCATED	333,747	491,576	491,853	78,920	232,347	230,628	232,347	259,506-
* - - - - - PROGRAM EXPENDITURE SUMMARY: - - - - - *								
LABOR COSTS	190,650	197,798	198,075	72,933	221,258	221,258	221,258	23,183
CONTRACTUAL SERVICES	120	0	255	39	1,300	900	1,300	1,045
OTHER CURRENT EXPENDITURES	72,521	211,546	211,291	5,948	9,389	8,070	9,389	201,902-
SERVICES OF OTHER DEPARTMENTS	70,456	82,232	82,232	0	400	400	400	81,832-
TOTAL BUDGETED	333,747	491,576	491,853	78,920	232,347	230,628	232,347	259,506-
TOTAL PROGRAM	333,747	491,576	491,853	78,920	232,347	230,628	232,347	259,506-
* - - - - - PROGRAM CAPITAL EXPENDITURE SUMMARY: - - - - - *								
GENERAL FUND FM/CIP	12,800	0	1,000	0	0	0	0	1,000-
* - - - - - PROGRAM EMPLOYMENT SUMMARY: - - - - - *								
AUTHORIZED POSITIONS:					8	8	8	4-
PERMANENT POSITIONS					8	8	8	4-
TOTAL BUDGETED	12	12	12		8	8	8	4-
TOTAL PROGRAM	12	12	12		8	8	8	4-

3425

3425

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 91 PURCHASER

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

DEPT PAGE: 17

M B O P E R F O R M A N C E B U D G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 OERT : 91 PURCHASER
 PROGRAM: 6310 PURCHASER MANAGEMENT

*

--GOAL: TO PROVIDE POLICY AND ADMINISTRATIVE
 DIRECTION TO THE UNITS WITHIN THE
 DEPARTMENT.

--OBJECTIVES: GRA TO ENSURE THAT 90% OF THE DEPARTMENTAL
 OBJECTIVES ARE MET OR EXCEEDED.

OBJ DATE SPAN: B1/01-B1/12

TYPE T	MEASURE	1979-80 ACTUAL	1980-81 REVISED	1ST 6 MO ACTUAL	LOW REQUEST	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM.
OBJ/MEAS O								

-EFFECTIVENESS:

GRA 30 I % OBJECTIVES ACHIEVED

90 %

90 %

90 %

90 %

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

DEPT: 91 PURCHASER

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 91 PURCHASER
DIVISION 01 MAIN OFFICE
PROGRAM 6310 PURCHASER MANAGEMENT

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

-DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDED--

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND	01001 GENERAL FUND								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
001	PERM SALARIES-MISC	139,428	156,163	155,982	57,985	175,985	175,985	175,985	20,003
017	RETROACTIVE PERSONAL SERVICE	9,149	0	458	0	0	0	0	458-
060	MANDATORY FRINGE BENEFITS	42,073	41,635	41,635	14,948	45,273	45,273	45,273	3,638
T O T A L:	CATEGORY 01	190,650*	197,798*	198,075*	72,933*	221,258*	221,258*	221,258*	23,183*
CATEGORY	10 CONTRACTUAL SERVICES								
100	PROFESSIONAL SERVICES	0	0	0	0	500	500	500	500
109	OTHER CONTRACTUAL SERVICES	120	0	255	39	800	400	800	545
T O T A L:	CATEGORY 10	120*	0*	255*	39*	1,300*	900*	1,300*	1,045*
CATEGORY	12 OTHER CURRENT EXPENDITURES								
120	OTHER SERVICES	3,976	4,534	4,279	1,078	5,218	4,503	5,218	939
130	MATERIALS AND SUPPLIES	2,635	2,112	2,112	268	2,671	2,067	2,671	559
140	FIXED CHARGES	65,910	204,900	204,900	4,602	1,500	1,500	1,500	203,400-
T O T A L:	CATEGORY 12	72,521*	211,546*	211,291*	5,948*	9,389*	8,070*	9,389*	201,902-
CATEGORY	30 SERVICES OF OTHER DEPTS								
310	CENTRAL SHOP	0	0	0	0	400	400	400	400
340	CONTROLLER-DATA PROCESSING	70,456	82,232	82,232	0	0	0	0	82,232-
T O T A L:	CATEGORY 30	70,456*	82,232*	82,232*	0*	400*	400*	400*	81,832-
T O T A L:	PROJ/WK PHASE 00000	333,747*	491,576*	491,853*	78,920*	232,347*	230,628*	232,347*	259,506-
T O T A L:	FND GROUP/FUND 01001	333,747*	491,576*	491,853*	78,920*	232,347*	230,628*	232,347*	259,506-
T O T A L:	PROGRAM 6310	333,747*	491,576*	491,853*	78,920*	232,347*	230,628*	232,347*	259,506-

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 91 PURCHASER
DIVISION 01 MAIN OFFICE
PROGRAM 6310 PURCHASER MANAGEMENT

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

		REVISED		DEPARTMENTAL REQUESTS		MAYOR'S RECOMMENDATION	
		BUDGET		HIGH REQUEST		SERVICE MAINT. LEVEL	
CLASS.	TITLE	STZD. RATE	NO. POSNS.	NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT

FND GROUP/FUNO	01001 GENERAL FUNO						
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE						

OBJECT	001 PERM SALARIES-MISC						
1162 A DIRECTOR OF PURCHA	162681975		1	1	51,547	1	51,547
1220 A PAYROLL CLERK	051980629		1	1	16,313	1	16,313
1403 A PRINCIPAL CLERK...	061160738		1	1	20,662	1	20,662
1410 A CHIEF CLERK.....	072180870		1	1	22,706	1	22,706
1426 A SENIOR CLERK TYPIS	051080614		5	5	8,711	1	8,711
1452 A STENOGRAPHIC SECRE	064780781		1	1	20,383	1	20,383
1652 A SENIOR ACCOUNTANT.	073180882		1	1	23,020	1	23,020
1776 A BLUEPRINT AND REPR	069480838		1	1	21,872	1	21,872
9999 A SALARY SAVINGS	0000 0000		0	0	9,229~	0	9,229~

T O T A L: OBJECT	001	12*	12*	8*	175,985*	8*	175,985*
T O T A L: PROJ/WK PHASE	00000	12*	12*	8*	175,985*	8*	175,985*
T O T A L: FND GROUP/FUNO	01001	12*	12*	8*	175,985*	8*	175,985*
T O T A L: PROGRAM	6310	12*	12*	8*	175,985*	8*	175,985*

Department: 91 - PurchasingProgram: ManagementObject Object Title and Explanation of ChangeObject Object Title and Explanation of Change001 PERMANENT SALARIES

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
175,985	175,985	175,985	175,985

All Levels: Positions have been budgeted at the same level as last year. This is the minimal level necessary to efficiently process the workload.

Mayor's Comments:

060 MANDATORY FRINGE BENEFITS

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
45,273	45,273	45,273	45,273

All Levels: This amount is based on Permanent Salaries of \$159,143 for 8 employees. Calculations are automatically done by the computer.

Department: 91 - PurchasingProgram: ManagementObject Object Title and Explanation of ChangeDetails are as follows:

0600	Retirement 16.99%.....	29,899
0606	Social Security 6.70% & 6.65%.....	10,294
0610	Health Service \$581.40 per employee.....	4,361
0620	Unemployment Insurance 0.4%.....	703
0621	Unemployment Insurance - Adm. \$2/empl.....	16

Total..... 45,273

Mayor's Comments:

00 PROFESSIONAL SERVICES

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
\$ 500	\$ 500	\$ 500	\$500

1 Levels: To provide funds for procurement seminars and workshops to be attended by individuals of the Purchasing staff.

Mayor's Comments:

OTHER CONTRACTUAL SERVICES

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
\$ 800	\$ 800	\$ 400	\$800

1213 Repair & Maintenance of Office - Equipment -

& High Levels: Increase is requested because of the increase in the average age of equipment which results in additional need for maintenance & repairs.

Object Object Title and Explanation of Change

Maintenance Level: For emergency repairs and service of office typewriters and calculators. This is not enough to maintain old equipment at an efficient level.

Mayor's Comments:

120 OTHER CURRENT SERVICES

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
\$ 5,218	\$ 5,218	\$ 4,503	\$5,218

Details as follows:Sub-Objects of Expenditure

	<u>High & Low Level</u>	<u>Maintenance Level</u>
1232 Telephone & Telephone & Telegraph	\$ 2,334	\$ 2,204
1233 Postage	1,844	1,454
1235 Subscription	0	0
1236 Printing	1,040	845
Total	\$ 5,218	\$ 4,503

High & Low Level: Increase requested to offset increase in rates of utilities, postage, subscriptions and to meet increased cost of paper and printing.

Maintenance Level: At this level, certain mandatory provisions of the Charter and Administrative Code could not be complied with because of lack of sufficient funds.

130 MATERIALS & SUPPLIES

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
\$ 2,671	\$ 2,671	\$ 2,067	\$2,671

LINE - ITEM EXPLANATIONSDepartment: 91 - PurchasingProgram: ManagementObject Object Title and Explanation of ChangeDetails as follows:

<u>Sub-Objects of Expenditure</u>	<u>Low & High Level</u>	<u>Maintenance Level</u>
1301 Office Supplies & Devices	\$ 1,781	\$ 1,468
1399 Fuel & Lubricants	<u>890</u>	<u>599</u>
Total	<u>\$ 2,671</u>	<u>\$ 2,067</u>

Low & High Levels: Increase requested to offset increase in prices of materials and supplies.

Maintenance Level: This amount is the same as the amount budget in Fiscal Year 1981-82 plus the inflation factor provided in the budget instructions.

Mayor's Comments:

40 FIXED COSTS

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
\$ 1,500	\$ 1,500	\$ 1,500	\$1,500

1440 Membership Dues -

11 Levels: To gain valuable expertise and knowledge of current advancements in procurement procedure.

Mayor's Comments:

10 AUTO MAINTENANCE - CENTRAL SHOP

<u>Low Level</u>	<u>High Level</u>	<u>Maintenance Level</u>	<u>Mayor's Rec.</u>
400	400	400	400

11 Levels: For maintenance and service of vehicle used by Purchaser's buying personnel.

Object Object Title and Explanation of Change

Mayor's Comments:

M80-BUOGET REPORT 102-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 9I PURCHASER

DATE: 05/14/81

FISCAL YEAR 1981-82

* DIVISION LEVEL *

TIME: 09:07

DEPT PAGE: 3

DEPARTMENTAL SUMMARY BY MAJOR CATEGORY

HSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT : 9I PURCHASER
 DIVISION : 9102 CENTRAL SHOPS

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* - - - - - DIVISION REVENUE SUMMARY: - - - - - *								
GENERAL FUND UNALLOCATED	0	0	0	845,617	0	0	0	0
TOTAL BUDGETED	0	0	0	845,617	0	0	0	0
NON-BUDGETED OPERATING	32,581	0	16,732	5,344	0	0	0	16,732-
TOTAL DIVISION	32,581	0	16,732	850,961	0	0	0	16,732-
* - - - - - DIVISION EXPENDITURE SUMMARY: - - - - - *								
LABOR COSTS	2,718,330	3,093,003	3,093,003	1,363,453	3,624,733	3,624,733	3,624,733	531,730
CONTRACTUAL SERVICES	167,539	142,499	142,499	104,342	185,200	185,200	185,200	42,701
OTHER CURRENT EXPENDITURES	1,276,938	701,156	701,156	391,354	901,002	901,002	901,002	199,846
EQUIPMENT/CAPITAL OUTLAY	4,793	0	0	0	0	0	0	0
SERVICES OF OTHER DEPARTMENTS	21,028	18,825	18,825	0	44,515	44,515	44,515	25,690
RECOVERIES	4,188,628-	3,955,483-	3,955,483-	1,013,532-	4,755,450-	4,755,450-	4,755,450-	799,967-
TOTAL BUDGETED	0	0	0	845,617	0	0	0	0
NON-BUDGETED OPERATING	32,581	0	16,732	5,344	0	0	0	16,732-
TOTAL DIVISION	32,581	0	16,732	850,961	0	0	0	16,732-
* - - - - - DIVISION CAPITAL EXPENDITURE SUMMARY: - - - - - *								
GENERAL FUND FM/CIP	0	0	0	0	256,600	256,600	0	0
* - - - - - DIVISION EMPLOYMENT SUMMARY: - - - - - *								
AUTHORIZED POSITIONS:								
INTERDEPT WORK ORDER POSITIONS	103	104	104		104	104	104	0
TOTAL BUDGETED	103	104	104		104	104	104	0
TOTAL DIVISION	103	104	104		104	104	104	0

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 91 PURCHASER

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

DEPT PAGE: 14

MBO PROGRAM SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPT : 91 PURCHASER
 PROGRAM: 6261 EMERGENCY VEHICLE & EQUIPMENT REPAIR

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
PROGRAM REVENUE SUMMARY:								
GENERAL FUND UNALLOCATED	0	0	0	507,370	0	0	0	0
TOTAL BUDGETED	0	0	0	507,370	0	0	0	0
NON-BUDGETED OPERATING	32,581	0	16,732	5,344	0	0	0	16,732-
TOTAL PROGRAM	32,581	0	16,732	512,714	0	0	0	16,732-
PROGRAM EXPENDITURE SUMMARY:								
LABOR COSTS	1,630,997	1,873,827	1,873,827	818,072	2,162,941	2,162,941	2,162,941	289,114
CONTRACTUAL SERVICES	100,523	85,499	85,499	62,605	111,120	111,120	111,120	25,621
OTHER CURRENT EXPENDITURES	766,163	420,604	420,604	234,812	540,511	540,511	540,511	119,907
EQUIPMENT/CAPITAL OUTLAY	2,876	0	0	0	0	0	0	0
SERVICES OF OTHER DEPARTMENTS	12,617	11,295	11,295	0	26,709	26,709	26,709	15,414
RECOVERIES	2,513,176-	2,391,225-	2,391,225-	608,119-	2,841,281-	2,841,281-	2,841,281-	450,056-
TOTAL BUDGETED	0	0	0	507,370	0	0	0	0
NON-BUDGETED OPERATING	32,581	0	16,732	5,344	0	0	0	16,732-
TOTAL PROGRAM	32,581	0	16,732	512,714	0	0	0	16,732-
PROGRAM CAPITAL EXPENDITURE SUMMARY:								
GENERAL FUND FM/CIP	0	0	0	0	256,600	256,600	0	0
PROGRAM EMPLOYMENT SUMMARY:								
AUTHORIZED POSITIONS:								
INTERCEPT WORK ORDER POSITIONS	61	62	62		62	62	62	0
TOTAL BUDGETED	61	62	62		62	62	62	0
TOTAL PROGRAM	61	62	62		62	62	62	0

3433

3433

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 91 PURCHASER

DATE: 05/14/81

FISCAL YEAR 1981-82

* PROGRAM LEVEL *

TIME: 09:07

DEPT PAGE: 13

M B O P E R F O R M A N C E B U D G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPT : 91 PURCHASER
 PROGRAM: 6261 EMERGENCY VEHICLE & EQUIPMENT REPAIR

--GOAL: TO PERFORM SCHEDULED AND UNSCHEDULED
 MAINTENANCE AND REPAIR OF THE CITY'S
 EMERGENCY VEHICLES AND RELATED SUPPORT
 EQUIPMENT.

--OBJECTIVES: QPA TO REPAIR 90% OF EMERGENCY VEHICLES AND
 EQUIPMENT, NOT REQUIRING STRUCTURAL
 REPAIR, WITHIN 48 HOURS OF RECEIPT.

OBJ DATE SPAN: 81/01-81/12

TYPE T OBJ/MEAS O	M E A S U R E	1979-80 ACTUAL	1980-81 REVISED	1ST 6 MO ACTUAL	LOW REQUEST	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM.
-EFFICIENCY:								
QPA 20 0	HOURS REQ-REPAIR VEHICLE/EQUIP	.	.	.	48	48	48	48
-EFFECTIVENESS:								
QPA 30 I	% EMERG VEHICLES/EQUIP REP W/IN 48 HRS	.	.	.	90 %	90 %	90 %	90 %

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

DEPT: 91 PURCHASER

FISCAL YEAR 1981-82

MSA 9S GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 91 PURCHASER
DIVISION 02 CENTRAL SHOPS
PROGRAM 6261 EMERGENCY VEHICLE & EQUIPMENT REPAIR

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

-DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDED---

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FHO GROUP/FUND 082S1 CENTRAL SHDRS									
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE									
CATEGORY 01 PERSONAL SERVICES									
001	PERM SALARIES-MISC	101,798	207,338	207,338	84,641	253,971	253,971	253,971	46,633
003	PERM SALARIES-CRAFT	994,820	1,251,151	1,251,151	520,883	1,440,395	1,440,395	1,440,395	189,244
010	OVERTIME	16,943	3,142	3,142	5,380	3,407	3,407	3,407	265
012	HOLIDAY PAY	64,599	4,127	4,127	1,449	4,478	4,478	4,478	351
016	IN LIEU SICK LEAVE	15,352	0	0	0	0	0	0	0
017	RETROACTIVE PERSONAL SERVICE	13,782	0	0	0	0	0	0	0
020	TEMPORARY SALARIES	93,749	30,493	30,493	62,587	18,753	18,753	18,753	11,740-
060	MANDATORY FRINGE BENEFITS	329,954	377,576	377,576	143,132	441,937	441,937	441,937	64,361
T O T A L: CATEGORY 01		1,630,997*	1,873,827*	1,873,827*	818,072*	2,162,941*	2,162,941*	2,162,941*	289,114*
CATEGORY 10 CONTRACTUAL SERVICES									
109	OTHER CONTRACTUAL SERVICES	100,523	85,499	85,499	62,605	111,120	111,120	111,120	25,621
T O T A L: CATEGORY 10		100,523*	85,499*	85,499*	62,605*	111,120*	111,120*	111,120*	25,621*
CATEGORY 12 OTHER CURRENT EXPENDITURES									
120	OTHER SERVICES	604	0	0	0	0	0	0	0
130	MATERIALS AND SUPPLIES	530,021	420,604	420,604	234,812	540,511	540,511	540,511	119,907
199	STORES PURCHASE	9,971	0	0	0	0	0	0	0
204	PRIOR YEAR W/O LOAD	225,567	0	0	0	0	0	0	0
T O T A L: CATEGORY 12		766,163*	420,604*	420,604*	234,812*	540,511*	540,511*	540,511*	119,907*
CATEGORY 24 EQUIPMENT/CAPITAL PURCHASES									
220	EQUIPMENT PURCHASE	2,876	0	0	0	0	0	0	0
T O T A L: CATEGORY 24		2,876*	0*	0*	0*	0*	0*	0*	0*
CATEGORY 30 SERVICES OF OTHER DEPTS									
310	CENTRAL SHOP	523	0	0	0	0	0	0	0
318	BUILDING REPAIR	11,494	11,295	11,295	0	10,950	10,950	10,950	345-
340	CONTROLLER-DATA PROCESSING	0	0	0	0	15,759	15,759	15,759	15,759
350	REPRODUCTION	600	0	0	0	0	0	0	0
T O T A L: CATEGORY 30		12,617*	11,295*	11,295*	0*	26,709*	26,709*	26,709*	15,414*

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

DEPT: 91 PURCHASER

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 91 PURCHASER
DIVISION 02 CENTRAL SHOPS
PROGRAM 6261 EMERGENCY VEHICLE & EQUIPMENT REPAIR

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	DEPARTMENTAL REQUESTS- HIGH REQUEST	--MAYOR'S RECOMMENDED-- SVC. MAINT. LEVEL	AMOUNT	V5. REVISED BUDGET
FND GROUP/FUNO	08251 CENTRAL SHOPS								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	39 INTERDEPARTMENTAL RECOVERY								
	390 INTERDEPARTMENTAL RECOVERY	2,513,176-	2,391,225-	2,391,225-	608,119-	2,841,281-	2,841,281-	2,841,281-	450,056-
TOTAL: CATEGORY	39	2,513,176-	2,391,225-	2,391,225-	608,119-	2,841,281-	2,841,281-	2,841,281-	450,056-
TOTAL: PROJ/WK PHASE	00000	0*	0*	0*	507,370*	0*	0*	0*	0*
TOTAL: FND GROUP/FUNO	08251	0*	0*	0*	507,370*	0*	0*	0*	0*
TOTAL: PROGRAM	6261	0*	0*	0*	507,370*	0*	0*	0*	0*

DEPT: 91 PURCHASER

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 91 PURCHASER
 DIVISION 02 CENTRAL SHOPS
 PROGRAM 6261 EMERGENCY VEHICLE & EQUIPMENT REPAIR

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

CLASS.	TITLE	STZO.	RATE	ACTUAL	REVISED	DEPARTMENTAL REQUESTS		MAYOR'S RECOMMENDED		
				NO. POSNS.	BUOGET	HIGH REQUEST	SERVICE MAINT. LEVEL	NO. POSNS.	AMOUNT	NO. POSNS.
FND GROUP/FUND	062SI CENTRAL SHOPS									
PPOJ/WK PHASE	00000 PPOJ WK PH NOT APPLICABLE									
OBJECT	001 PERM SALARIES-MISC									
1222 A	SENIOR PAYROLL AND 0570B0683	1		1	1	18,502	1	18,502	1	18,502
1424 A	CLERK TYPIST..... 046SB0560	1		1	1	15,016	1	15,016	1	15,016
1652 A	SENIOR ACCOUNTANT. 0731B0892	1		1	1	24,466	1	24,466	1	24,466
1934 A	STOREKEEPER..... 0562B0677	0		1	1	18,935	1	18,935	1	18,935
7150 A	CITY SHOPS GENERAL 1463B1773	1		1	1	52,442	1	52,442	1	52,442
7277 A	CITY SHOPS ASST SU 116SB1436	1		1	1	42,445	1	42,445	1	42,445
7387 A	UPHOLSTERER..... 0707B0854	1		1	1	23,524	1	23,524	1	23,524
7389 A	METALSMITH..... 0622B0994	2		2	2	58,641	2	58,641	2	58,641
T O T A L:	OBJECT 001	8*		9*	9*	253,971*	9*	253,971*	9*	253,971*
OBJECT	003 PERM SALARIES-CRAFT									
7249 A	AUTOMOTIVE MECHAN 1504H1504	1		1	1	33,141	1	33,141	1	33,141
7254 A	AUTOMOTIVE MACHINI 1522H1522	2		2	2	66,999	2	66,999	2	66,999
7306 A	AUTOMOTIVE BODY AN 1324H1324	2		2	2	58,343	2	58,343	2	58,343
7309 A	CAR AND AUTO PAINT 0807B0975	3		3	3	76,343	3	76,343	3	76,343
7313 A	AUTOMOTIVE MACHINI 1324H1324	16		16	16	466,748	16	466,748	16	466,748
7315 B	AUTOMOTIVE MACHINI 1455H1455	1		1	1	35,253	1	35,253	1	35,253
7332 A	MAINTENANCE MACHIN 0920B1114	3		3	3	98,793	3	98,793	3	98,793
7358 A	PATTERNMAKER..... 0908B1099	2		2	2	57,368	2	57,368	2	57,368
7381 A	AUTOMOTIVE MECHAN 1307H1307	7		7	7	201,553	7	201,553	7	201,553
7382 A	AUTOMOTIVE MECHAN 1435H1435	1		1	1	31,669	1	31,669	1	31,669
7410 A	AUTOMOTIVE SERVICE 0605B0731	9		9	9	180,684	9	180,684	9	180,684
7410 B	AUTOMOTIVE SERVICE 0605B0731	6		6	6	133,501	6	133,501	6	133,501
T O T A L:	OBJECT 003	53*		53*	53*	1,440,395*	53*	1,440,395*	53*	1,440,395*
OBJECT	020 TEMPORARY SALARIES									
7381 A	AUTOMOTIVE MECHAN 1307H1307	0		0	0	18,753	0	18,753	0	18,753
T O T A L:	OBJECT 020	0*		0*	0*	18,753*	0*	18,753*	0*	18,753*
T O T A L:	PPOJ/WK PHASE 00000	61*		62*	62*	1,713,119*	62*	1,713,119*	62*	1,713,119*
T O T A L:	FND GROUP/FUND 062SI	61*		62*	62*	1,713,119*	62*	1,713,119*	62*	1,713,119*
T O T A L:	PROSPAN 6261	61*		62*	62*	1,713,119*	62*	1,713,119*	62*	1,713,119*

3437

M30-BUOGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 91 PURCHASER

3437

* PROGRAM LEVEL *

DATE: 05/14/81

FISCAL YEAR 1981-82

TIME: 09:07

DEPT PAGE: 16

M B O P R O G R A M S U M M A R Y B Y M A J O R C A T E G O R Y

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPT : 91 PURCHASER
 PROGRAM: 6262 GENERAL PURPOSE VEHICLE & EQUIP REPAIR

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
--	-------------------	---------------------	--------------------	--------------------	-----------------	----------------	-------------------	--------------------

PROGRAM REVENUE SUMMARY:

GENERAL FUND UNALLOCATED	0	0	0	338,247	0	0	0	0
--------------------------	---	---	---	---------	---	---	---	---

PROGRAM EXPENDITURE SUMMARY:

LABOR COSTS	1,087,333	1,219,176	1,219,176	545,381	1,461,792	1,461,792	1,461,792	242,616
CONTRACTUAL SERVICES	67,016	57,000	57,000	41,737	74,080	74,080	74,080	17,080
OTHER CURRENT EXPENDITURES	510,775	280,552	280,552	156,542	360,491	360,491	360,491	79,939
EQUIPMENT/CAPITAL OUTLAY	1,917	0	0	0	0	0	0	0
SERVICES OF OTHER DEPARTMENTS	8,411	7,530	7,530	0	17,806	17,806	17,806	10,276
RECOVERIES	1,675,452-	1,564,258-	1,564,258-	405,413-	1,914,169-	1,914,169-	1,914,169-	349,911-
TOTAL BUDGETED	0	0	0	338,247	0	0	0	0
TOTAL PROGRAM	0	0	0	338,247	0	0	0	0

PROGRAM EMPLOYMENT SUMMARY:

AUTHORIZED POSITIONS:								
INTERDEPT WORK ORDER POSITIONS	42	42	42		42	42	42	0
TOTAL BUDGETED	42	42	42		42	42	42	0
TOTAL PROGRAM	42	42	42		42	42	42	0

3438

3438

MBO-BUDGET PERDPT 103-C

PUN NBP: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 91 PURCHASER

* PROGRAM LEVEL *

DATE: 05/14/81

FISCAL YEAR 1981-82

TIME: 09:07

DEPT PAGE: 15

M B O P E R F O R M A N C E B U D G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPT : 91 PURCHASER
 PROGRAM: 6262 GENERAL PURPOSE VEHICLE & EQUIP REPAIR

--GOAL: TO PERFORM SCHEDULED AND NON-SCHEDULED
 MAINTENANCE AND REPAIR OF THE CITY'S
 GENERAL PURPOSE VEHICLES AND RELATED
 SUPPORT EQUIPMENT.

--OBJECTIVES: QQA TO REPAIR 90% OF GENERAL PURPOSE
 VEHICLES AND EQUIPMENT, NOT REQUIRING
 STRUCTURAL REPAIR, WITHIN 72 HOURS OF
 RECEIPT.

OBJ DATE SPAN: 81/01-81/12

TYPE T	M E A S U R E	1979-80 ACTUAL	1980-81 REVISED	1ST 6 MO ACTUAL	LOW REQUEST	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM.
--------	---------------	-------------------	--------------------	--------------------	----------------	-----------------	----------------	--------------------

-EFFICIENCY:								
QQA 20 0	HOURS REQ-REPAIR VEHICLE/EQUIP	.	.	.	72	72	72	72

-EFFECTIVENESS:								
QQA 30 I	% GEN PURPOSE VEH/EQUIP REP W/IN 72 HRS	.	.	.	90 %	90 %	90 %	90 %

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

DEPT: 91 PURCHASER

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 91 PURCHASER
DIVISION 02 CENTRAL SHOPS
PROGRAM 6262 GENERAL PURPOSE VEHICLE & EQUIP REPAIR

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	DEPARTMENTAL REQUEST HIGH REQUEST	MAINT. SVC. MAINT. LEVEL	MAYOR'S RECOMMENDED AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND	06251 CENTRAL SHOPS								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	01 PERSONAL SERVICES								
001	PERM SALARIES-MISC	67,865	106,985	106,985	56,427	126,985	126,985	126,985	20,000
003	PERM SALARIES-CRAFT	663,214	855,627	855,627	347,256	1,012,024	1,012,024	1,012,024	156,397
010	OVERTIME	11,295	2,095	2,095	3,586	2,271	2,271	2,271	176
012	HOLIDAY PAY	43,066	2,752	2,752	966	2,986	2,986	2,986	234
016	IN LIEU SICK LEAVE	10,235	0	0	0	0	0	0	0
017	RETROACTIVE PERSONAL SERVICE	9,188	0	0	0	0	0	0	0
020	TEMPORARY SALARIES	62,500	0	0	0	0	0	0	0
060	MANDATORY FRINGE BENEFITS	219,970	251,717	251,717	41,724	18,785	18,785	18,785	18,785
TOTAL: CATEGORY	01	1,087,333*	1,219,176*	1,219,176*	545,381*	1,461,792*	1,461,792*	1,461,792*	242,616*
CATEGORY	10 CONTRACTUAL SERVICES								
109	OTHER CONTRACTUAL SERVICES	67,016	57,000	57,000	41,737	74,080	74,080	74,080	17,080
TOTAL: CATEGORY	10	67,016*	57,000*	57,000*	41,737*	74,080*	74,080*	74,080*	17,080*
CATEGORY	12 OTHER CURRENT EXPENDITURES								
112	TRAVEL	0	150	150	0	150	150	150	0
120	OTHER SERVICES	402	0	0	0	0	0	0	0
130	MATERIALS AND SUPPLIES	353,347	280,402	280,402	156,542	360,341	360,341	360,341	79,939
199	STORES PURCHASE	6,648	0	0	0	0	0	0	0
204	PRIOR YEAR W/O LOAD	150,378	0	0	0	0	0	0	0
TOTAL: CATEGORY	12	510,775*	280,552*	280,552*	156,542*	360,491*	360,491*	360,491*	79,939*
CATEGORY	24 EQUIPMENT/CAPITAL PURCHASES								
220	EQUIPMENT PURCHASE	1,917	0	0	0	0	0	0	0
TOTAL: CATEGORY	24	1,917*	0*	0*	0*	0*	0*	0*	0*
CATEGORY	30 SERVICES OF OTHER DEPTS								
310	CENTRAL SHOP	348	0	0	0	0	0	0	0
313	BUILDING REPAIR	7,663	7,530	7,530	0	7,300	7,300	7,300	230-
340	CONTROLLER-DATA PROCESSING	0	0	0	0	10,506	10,506	10,506	10,506
350	REPRODUCTION	400	0	0	0	0	0	0	0

OEPT: 91 PURCHASER

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 91 PURCHASER
 DIVISION 02 CENTRAL SHOPS
 PROGRAM 6262 GENERAL PURPOSE VEHICLE & EQUIP REPAIR

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

-----DEPARTMENTAL REQUESTS-----MAYOR'S RECOMMENDATION-----
 HIGH SVC. MAINT. VS. REVISED
 REQUEST LEVEL AMOUNT BUDGET

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET

FND GROUP/FUND	08251 CENTRAL SHOPS								
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE								
CATEGORY	30 SERVICES OF OTHER OEPTS								
T O T A L: CATEGORY	30	8,411*	7,530*	7,530*	0*	17,806*	17,806*	17,806*	10,276*
CATEGORY	39 INTERDEPARTMENTAL RECOVERY								
390 INTERDEPARTMENTAL RECOVERY		1,675,452-	1,564,258-	1,564,258-	405,413-	1,914,169-	1,914,169-	1,914,169-	349,911-
T O T A L: CATEGORY	39	1,675,452-	1,564,258-	1,564,258-	405,413-	1,914,169-	1,914,169-	1,914,169-	349,911-
T O T A L: PROJ/WK PHASE	00000	0*	0*	0*	338,247*	0*	0*	0*	0*
T O T A L: FND GROUP/FUND	08251	0*	0*	0*	338,247*	0*	0*	0*	0*
T O T A L: PROGRAM	6262	0*	0*	0*	338,247*	0*	0*	0*	0*

DEPT: 91 PURCHASER

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 91 PURCHASER
 DIVISION 02 CENTRAL SHOPS
 PROGRAM 6262 GENERAL PURPOSE VEHICLE & EQUIP REPAIR

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

CLASS.	TITLE	STZO.	RATE	ACTUAL NO. POSNS.	REVISED BUDGET NO. POSNS.	HIGH REQUEST NO. POSNS.	AMOUNT	SERVICE MAINT. NO. POSNS.	LEVEL AMOUNT	MAYOR'S RECOMMENDATION NO. POSNS.	AMOUNT
FND GROUP/FUNO 08251 CENTRAL SHOPS											
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE											
OBJECT 001 PERM SALARIES-MISC											
1630 A	ACCOUNT CLERK.....	0460B0578		1	1	1	15,515	1	15,515	1	15,515
1632 A	SENIOR ACCOUNT CLE	0552B0664		1	1	1	17,817	1	17,817	1	17,817
1823 A	SENIOR ADMINISTRAT	1013B1226		0	1	1	35,012	1	35,012	1	35,012
1825 A	MANAGEMENT ANALYST	1073B1298		1	0	0	0	0	0	0	0
7389 A	METALSMITH.....	0822B0994		2	2	2	58,641	2	58,641	2	58,641
T O T A L: OBJECT 001				5*	5*	5*	126,985*	5*	126,985*	5*	126,985*
OBJECT 003 PERM SALARIES-CRAFT											
7254 A	AUTOMOTIVE MACHINI	1522H1522		1	1	1	33,499	1	33,499	1	33,499
7256 A	MAINTENANCE MACHIN	0989B1197		1	1	1	35,379	1	35,379	1	35,379
7306 A	AUTOMOTIVE BODY AN	1324H1324		1	1	1	29,171	1	29,171	1	29,171
7309 A	CAR AND AUTO PAINT	0807B0975		1	1	1	25,446	1	25,446	1	25,446
7313 A	AUTOMOTIVE MACHINI	1324H1324		11	11	11	320,890	11	320,890	11	320,890
7315 A	AUTOMOTIVE MACHINI	1455H1455		1	1	1	32,048	1	32,048	1	32,048
7332 A	MAINTENANCE MACHIN	0920B1114		6	6	6	197,586	6	197,586	6	197,586
7351 A	AUTOMOTIVE MECHANI	1307H1307		4	4	4	115,173	4	115,173	4	115,173
7410 A	AUTOMOTIVE SERVICE	0605B0731		10	10	10	200,759	10	200,759	10	200,759
7412 A	AUTOMOTIVE SERVICE	0664B0603		1	1	1	22,073	1	22,073	1	22,073
T O T A L: OBJECT 003				37*	37*	37*	1,012,024*	37*	1,012,024*	37*	1,012,024*
OBJECT 020 TEMPORARY SALARIES											
7313 A	AUTOMOTIVE MACHINI	1324H1324		0	0	0	8,941	0	8,941	0	8,941
7410 A	AUTOMOTIVE SERVICE	0605B0731		0	0	0	9,844	0	9,844	0	9,844
T O T A L: OBJECT 020				0*	0*	0*	18,785*	0*	18,785*	0*	18,785*
T O T A L: PROJ/WK PHASE 00000				42*	42*	42*	1,157,794*	42*	1,157,794*	42*	1,157,794*
T O T A L: FND GROUP/FUNO 08251				42*	42*	42*	1,157,794*	42*	1,157,794*	42*	1,157,794*
T O T A L: PROGRAM 6262				42*	42*	42*	1,157,794*	42*	1,157,794*	42*	1,157,794*

3442

3442

MBO-BUDGET REPORT 102-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 91 PURCHASER

DATE: 05/14/81

FISCAL YEAR 1981-82

* DIVISION LEVEL *

TIME: 09:07

DEPT PAGE: 4

D E P A R T M E N T A L S U M M A R Y B Y M A J O R C A T E G O R Y

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT : 91 PURCHASER

DIVISION : 9103 REPRODUCTION

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED
* - - - - -								
DIVISION REVENUE SUMMARY:								
GENERAL FUND UNALLOCATED	0	0	0	52,974	0	0	0	0
* - - - - -								
DIVISION EXPENDITURE SUMMARY:								
LABOR COSTS	132,886	200,789	280,319	50,969	215,032	146,540	215,027	65,292-
OVERHEAD	9,519	12,032	37,224	0	12,000	8,000	12,000	25,224-
CONTRACTUAL SERVICES	44,561	41,508	43,088	13,025	45,860	28,593	45,860	2,772
OTHER CURRENT EXPENDITURES	76,841	117,436	34,267	54,958	123,050	76,290	123,050	88,783
RECOVERIES	263,807-	371,765-	394,898-	65,978-	395,942-	259,823-	395,937-	1,039-
TOTAL BUDGETED	0	0	0	52,974	0	0	0	0
TOTAL DIVISION	0	0	0	52,974	0	0	0	0
* - - - - -								
DIVISION EMPLOYMENT SUMMARY:								
AUTHORIZED POSITIONS:								
INTERDEPT WORK ORDER POSITIONS	10	9	9		10	6	10	1
TOTAL BUDGETED	10	9	9		10	6	10	1
TOTAL DIVISION	10	9	9		10	6	10	1

3443

MBO-BUDGET REPORT 103-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

DEPT: 91 PURCHASER

3443

* PROGRAM LEVEL *

DATE: 05/14/81

FISCAL YEAR 1981-82

TIME: 09:07

DEPT PAGE: 6

M B O P E R F O R M A N C E B U D G E T

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPT : 91 PURCHASER
 PROGRAM: 6206 REPRODUCTION SERVICES

--GOAL: TO PROVIDE CITY DEPARTMENTS WITH BULK
 PRINTING SERVICES.

--OBJECTIVES: QLA TO COMPLETE 75% OF DEPARTMENTAL RE-
 QUESTS FOR SERVICES WITHIN 4 WORKING
 DAYS OF RECEIPT.

OBJ DATE SPAN: 81/01-81/12

TYPE T	MEASURE	1979-80 ACTUAL	1980-81 REVISED	1ST 6 MO ACTUAL	LOW REQUEST	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM.
OBJ/NEAS 0								
-EFFICIENCY:								
QLA 20 0	WORK DAYS REQ-COMplete PRINTING REQ	.	.	.	4	4	4	4
-EFFECTIVENESS:								
QLA 30 I	% PRINT REQ COMPLETED IN 4 WORK DAYS	.	.	.	75 %	75 %	75 %	75 %

DEPT: 91 PURCHASER

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

M5A 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 91 PURCHASER
 DIVISION 03 REPRODUCTION
 PROGRAM 6206 REPRODUCTION SERVICES

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	5VC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND 08201 REPRODUCTION									
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE									
CATEGORY 01 PERSONAL SERVICES									
001	PERM SALARIES-MISC	93,741	137,201	183,995	41,079	156,807	97,864	156,807	27,188-
010	OVERTIME	0	2,000	5,047	0	1,000	1,000	1,000	4,047-
020	TEMPORARY SALARIES	6,851	15,948	33,387	0	24,000	24,000	24,000	9,387-
060	MANDATORY FRINGE BENEFITS	29,327	38,867	51,117	9,890	33,225	23,676	33,220	17,897-
T O T A L: CATEGORY 01		129,919*	194,016*	273,546*	50,969*	215,032*	146,540*	215,027*	58,519-
CATEGORY 09 OVERHEAD									
090	DEPARTMENT OVERHEAD	9,519	12,032	37,224	0	12,000	8,000	12,000	25,224-
T O T A L: CATEGORY 09		9,519*	12,032*	37,224*	0*	12,000*	8,000*	12,000*	25,224-
CATEGORY 10 CONTRACTUAL SERVICES									
109	OTHER CONTRACTUAL SERVICES	39,489	36,487	37,791	12,791	33,860	20,993	33,860	3,931-
T O T A L: CATEGORY 10		39,489*	36,487*	37,791*	12,791*	33,860*	20,993*	33,860*	3,931-
CATEGORY 12 OTHER CURRENT EXPENDITURES									
120	OTHER SERVICES	38,036	57,436	3,919	15,183	39,240	24,328	39,240	35,321
130	MATERIALS AND SUPPLIES	37,578	60,000	11,943	39,775	83,810	51,962	83,810	71,867
204	PRIOR YEAR W/O LOAD	521	0	18,405	0	0	0	0	18,405-
T O T A L: CATEGORY 12		76,135*	117,436*	34,267*	54,958*	123,050*	76,290*	123,050*	88,783*
CATEGORY 39 INTERDEPARTMENTAL RECOVERY									
390	INTERDEPARTMENTAL RECOVERY	255,062-	359,971-	382,828-	5,208-	383,942-	251,823-	383,937-	1,109-
T O T A L: CATEGORY 39		255,062-	359,971-	382,828-	5,208-	383,942-	251,823-	383,937-	1,109-
T O T A L: PROJ/WK PHASE 00000		0*	0*	0*	113,510*	0*	0*	0*	0*
T O T A L: FND GROUP/FUND 08201		0*	0*	0*	113,510*	0*	0*	0*	0*

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

DEPT: 91 PURCHASER

FISCAL YEAR 1981-82

NSA 9S GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 91 PURCHASER
DIVISION 03 REPRODUCTION
PROGRAM 6206 REPRODUCTION SERVICES

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND 06202 RESERVE FOR CURRENTLY ACCRUED COSTS									
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE									
CATEGORY 01 PERSONAL SERVICES									
	001 FERM SALARIES-MISC	103	5,435	5,435	0	0	0	0	5,435-
	017 RETROACTIVE PERSONAL SERVICE	2,857	0	0	0	0	0	0	0
	060 MANDATORY FRINGE BENEFITS	7	1,338	1,338	0	0	0	0	1,338-
T O T A L: CATEGORY 01		2,967*	6,773*	6,773*	0*	0*	0*	0*	6,773-
CATEGORY 10 CONTRACTUAL SERVICES									
	109 OTHER CONTRACTUAL SERVICES	5,072	5,021	5,297	234	12,000	8,000	12,000	6,703
T O T A L: CATEGORY 10		5,072*	5,021*	5,297*	234*	12,000*	8,000*	12,000*	6,703*
CATEGORY 12 OTHER CURRENT EXPENDITURES									
	120 OTHER SERVICES	700	0	0	0	0	0	0	0
	130 MATERIALS AND SUPPLIES	6	0	0	0	0	0	0	0
T O T A L: CATEGORY 12		706*	0*	0*	0*	0*	0*	0*	0*
CATEGORY 39 INTERDEPARTMENTAL RECOVERY									
	390 INTERDEPARTMENTAL RECOVERY	8,745-	11,794-	12,070-	60,770-	12,000-	8,000-	12,000-	70
T O T A L: CATEGORY 39		8,745-	11,794-	12,070-	60,770-	12,000-	8,000-	12,000-	70*
T O T A L: PROJ/WK PHASE 00000		0*	0*	0*	60,536-	0*	0*	0*	0*
T O T A L: FND GROUP/FUND 06202		0*	0*	0*	60,536-	0*	0*	0*	0*
T O T A L: PROGRAM 6206		0*	0*	0*	52,974*	0*	0*	0*	0*

DEPT: 91 PURCHASEP

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 91 PURCHASEP
 DIVISION 03 REPRODUCTION
 PROGRAM 6206 REPRODUCTION SERVICES

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

CLASS.	TITLE	STZO.	RATE	NO. POSNS.	ACTUAL BUOGET	NO. POSNS.	REVISIO HIGH REQUEST	NO. POSNS.	DEPARTMENTAL REQUESTS	SERVICE MAINT. LEVEL	NO. POSNS.	AMOUNT	MAYOR'S RECOMMENDED
FNO GROUP/FUND 08201 REPRODUCTION													
PROJ/WK PHASE 00000 PROJ WK PH NOT APPLICABLE													
OBJECT 001 PERM SALARIES-MISC													
1632 A	SENIOR ACCOUNT CLE	055280664		1	1	1	17,329	1	17,329	1	17,329	1	17,329
1740 A	BLUEPRINTING MACHI	045580549		1	1	0	0	0	0	0	0	0	0
1740EA	BLUE PRINTING MACH	045580549		0	0	1	14,327	0	0	1	14,327	1	14,327
1742 A	SENIOR BLUEPRINTING	049480594		1	1	0	0	0	0	0	0	0	0
1742EA	SR. BLUE PRINTING	049480594		0	0	1	15,502	1	15,502	1	15,502	1	15,502
1760 A	OFFSET MACHINE OPE	049480594		2	2	2	31,004	2	31,004	2	31,004	2	31,004
1760 N	OFFSET MACHINE OPE	049480594		0	0	1	12,872	0	0	1	12,872	1	12,872
1762 A	SENIOR OFFSET MACH	057580694		1	1	0	0	0	0	0	0	0	0
1762EA	SENIOR OFFSET MACH	057580694		0	0	1	15,029	0	0	1	15,029	1	15,029
1763 A	REPRODUCTION SUPER	060280728		1	0	0	0	0	0	0	0	0	0
1764 A	MAIL AND REPRODUCE	060280728		1	1	1	19,000	1	19,000	1	19,000	1	19,000
1770 A	PHOTOGRAPHER.....	064180773		1	1	1	16,715	0	0	1	16,715	1	16,715
1772 A	PHOTO-LITHOGRAPHER	057580694		1	1	1	15,029	1	15,029	1	15,029	1	15,029
T O T A L: OBJECT		001		10*	9*	10*	156,807*	6*	97,864*	10*	156,807*		
OBJECT 020 TEMPORARY SALARIES													
9999ZA POSITIONS NOT OETA		0000 0000		0	0	0	24,000	0	24,000	0	24,000	0	24,000
T O T A L: OBJECT		020		0*	0*	0*	24,000*	0*	24,000*	0*	24,000*		
T O T A L: PROJ/WK PHASE		00000		10*	9*	10*	180,807*	6*	121,864*	10*	180,807*		
T O T A L: FNO GROUP/FUND		08201		10*	9*	10*	180,807*	6*	121,864*	10*	180,807*		
T O T A L: PROGRAM		6206		10*	9*	10*	180,807*	6*	121,864*	10*	180,807*		

3447

3447

MBO-BUDGET REPORT 102-C

RUN NBR: 80/13/13

CITY AND COUNTY OF SAN FRANCISCO

OEPT: 91 PURCHASER

DATE: 05/14/81

FISCAL YEAR 1981-82

* DIVISION LEVEL *

TIME: 09:07

OEPT PAGE: 5

DEPARTMENTAL SUMMARY BY MAJOR CATEGORY

MSA : 95 GENERAL ADMINISTRATION & FINANCE GROUP

DEPARTMENT : 91 PURCHASER

DIVISION : 9120 CITY AUTO PURCHASES

	1979-80 ACTUAL	1980-81 ORIGINAL	1980-81 REVISED	1ST 6 MO ACTUAL	HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMM	COMP TO REVISED

OIVISION REVENUE SUMMARY:								
GENERAL FUND UNALLOCATED	186,940	0	0	0	780,627	604,919	300,000	300,000

OIVISION EXPENOITURE SUMMARY:								
EQUIPMENT/CAPITAL OUTLAY	186,940	0	0	0	780,627	604,919	300,000	300,000
TOTAL BUOGETED	186,940	0	0	0	780,627	604,919	300,000	300,000
TOTAL OIVISION	186,940	0	0	0	780,627	604,919	300,000	300,000

3448

3448

BFPEP REPDPT 770

CITY & COUNTY OF SAN FRANCISCO

PAGE: 1

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

DEPT: 91 PURCHASER

FISCAL YEAR 1981-82

MSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
DEPARTMENT 91 PURCHASER
DIVISION 20 CITY AUTO PURCHASES
PROGRAM 6208 CITY AUTO PURCHASES

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****

-DEPARTMENTAL REQUESTS- --MAYDP'S RECOMMENDED---

OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	AMOUNT	VS. REVISED BUDGET
FND GROUP/FUND	01001 GENERAL FUND								
PROJ/WK PHASE	00000 PROJ WK PH NDT APPLICABLE								
CATEGORY	24 EQUIPMENT/CAPITAL PURCHASES								
200 EQUIPMENT PURCHASE		186,940	0	0	0	780,627	604,919	300,000	300,000
T O T A L: CATEGORY	24	186,940*	0*	0*	0*	780,627*	604,919*	300,000*	300,000*
T D T A L: PROJ/WK PHASE	00000	186,940*	0*	0*	0*	780,627*	604,919*	300,000*	300,000*
T D T A L: FND GROUP/FUND	01001	186,940*	0*	0*	0*	780,627*	604,919*	300,000*	300,000*
T O T A L: PROGRAM	6208	186,940*	0*	0*	0*	780,627*	604,919*	300,000*	300,000*

3419

SFREP REPORT 778

CITY & COUNTY OF SAN FRANCISCO

3419

PAGE: 1

DEPT: 91 PURCHASER

EQUIPMENT DETAIL

FISCAL YEAR 1981-82

NSA 95 GENERAL ADMINISTRATION & FINANCE GROUP
 DEPARTMENT 91 PURCHASER
 DIVISION 20 CITY AUTO PURCHASES
 PROGRAM 6208 CITY AUTO PURCHASES

***** FISCAL YEAR 1981-82 *****								
----- DEPARTMENTAL REQUESTS -----				- MAYOR'S RECOMMENDED -				
EQUIP NO.	DESCRIPTION	PRICE	HIGH REQUEST COUNT	AMOUNT	SERVICE MAINT. LEVEL COUNT	AMOUNT	COUNT	AMOUNT

FNO GROUP/FUND	0100I GENERAL FUND							
PROJ/WK PHASE	00000 PROJ WK PH NOT APPLICABLE							
OBJECT	220 EQUIPMENT PURCHASE							
9999ZY EQUIPMENT NOT DETAILED		\$0	0	780,627	0	604,919	0	300,000
T O T A L: OBJECT	220		0*	780,627*	0*	604,919*	0*	300,000*
T O T A L: PROJ/WK PHASE	00000		0*	780,627*	0*	604,919*	0*	300,000*
T O T A L: FNO GROUP/FUND	0100I		0*	780,627*	0*	604,919*	0*	300,000*
T O T A L: PROGRAM	6208		0*	780,627*	0*	604,919*	0*	300,000*

3450

BFREP REPORT 740

CITY AND COUNTY OF SAN FRANCISCO
FISCAL YEAR 1981-82

DEPT: 98 SPECIAL FUND UNALLOCATED

RUN DATE: 05/13/81

DEPARTMENT REVENUE SUMMARY
BY FUND

DEPT: 98 SPECIAL FUND UNALLOCATED

SUB- OBJECT	REVENUE DESCRIPTION	1979-80 ACTUAL	***** 1980-81 ***** ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS ACTUAL	***** 1981-82 ***** HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMMENDATION	C

GENERAL FUND REVENUES CREDITED TO DEPT:									
* GENERAL FUND UNALLOCATED		71,007,488-	78,950,000-	78,981,989-	27,666,675-	78,235,000-	78,235,000-	78,235,000-	

SPECIAL FUND REVENUES BY FUND GROUP/FUND:									
FG 02 SPECIAL REVENUE FUND GROUP									
FUND 001 HOTEL TAX FUND									
5171 HOTEL ROOM TAX		29,615,661	24,500,000	24,500,000	4,260,023	25,435,000	25,435,000	25,435,000	
*TOTAL SPEC FUND 001 CREDITED TO DEPT		29,615,661	24,500,000	24,500,000	4,260,023	25,435,000	25,435,000	25,435,000	
FUND 025 TRAFFIC FINES FUND									
5301 TRAFFIC FINES- PARKING		14,242,622	27,350,000	27,350,000	9,435,233	24,400,000	24,400,000	24,400,000	
5302 TRAFFIC FINES MOVING		2,257,666	2,150,000	2,150,000	1,140,004	2,100,000	2,100,000	2,100,000	
7046 PARK METER COLL		3,044,446	5,300,000	5,331,989	1,790,442	5,000,000	5,000,000	5,000,000	
*TOTAL SPEC FUND 025 CREDITED TO DEPT		19,544,734	34,800,000	34,831,989	12,365,679	31,500,000	31,500,000	31,500,000	
FUND 081 FEDERAL REVENUE SHARING									
6213 REVENUE SHARING PROGRAM		21,847,093	19,650,000	19,650,000	11,040,973	21,300,000	21,300,000	21,300,000	
*TOTAL SPEC FUND 081 CREDITED TO DEPT		21,847,093	19,650,000	19,650,000	11,040,973	21,300,000	21,300,000	21,300,000	
**TOTAL SPEC FUND GROUP 02 CREDITED TO DEPT		71,007,488	78,950,000	78,981,989	27,666,675	78,235,000	78,235,000	78,235,000	
* TOTAL ALL SPEC FG/FUND REV CREDITED TO DEPT		71,007,488	78,950,000	78,981,989	27,666,675	78,235,000	78,235,000	78,235,000	

3451

BPREP REPORT 740

CITY AND COUNTY OF SAN FRANCISCO
FISCAL YEAR 1981-82

DEPT: 99 GENERAL FUND UNALLOCATED

RUN DATE: 05/13/81

DEPARTMENT REVENUE SUMMARY
BY FUND

DEPT: 99 GENERAL FUND UNALLOCATED

SUB- OBJECT	REVENUE DESCRIPTION	1979-80 ACTUAL	***** 1980-81 ***** ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS ACTUAL	***** 1981-82 ***** HIGH REQUEST	MAINT LEVEL	MAYOR'S RECOMMENDEO
GENERAL FUND REVENUES CREDITED TO DEPT:								
5010	PROP TAX CURR SE	130,787,110	0	0	141,045,247	0	0	0
5030	PROP TAX CURR UN	16,312,059	0	0	14,230,392	0	0	0
5030	PY-SECURED	3,652,590	0	0	55,458-	0	0	0
5040	PY-UNSECURED	2,474,119-	0	0	0	0	0	0
5050	PEN COST SECURED	719,905	600,000	600,000	731-	600,000	600,000	600,000
5055	PENALTIES & COSTS-UNSEC	153,069	0	0	3-	0	0	0
5060	REDEMPTION OF PROPERTY	236,817	0	0	6,713-	0	0	0
5099	UNALLOCATED GEN FUND PROPERTY TAXES	12,185	155,276,623	155,276,623	0	133,392,999	133,392,999	133,392,999
5101	PGE ELECTRIC	1,173,759	581,000	581,000	843,474-	581,000	581,000	581,000
5102	PGE GAS	1,727,530	719,000	719,000	1,331,266-	719,000	719,000	719,000
5103	TV SIGNAL CDRP	558,610	280,000	280,000	0	280,000	280,000	280,000
5104	PAC AUX FIRE ALM	1,129	0	0	0	0	0	0
5105	STEAM FRANCHISE TAX	20,013	5,000	5,000	0	5,000	5,000	5,000
5121	BUS LICENSE TAX	5,351,860	3,900,000	3,900,000	456,086	5,500,000	5,500,000	5,500,000
5131	REAL PROP TR TAX	7,714,690	8,000,000	8,000,000	4,732,094	8,000,000	8,000,000	8,000,000
5151	PARKING TAX	4,929,290	4,500,000	4,500,000	1,372,280	5,466,667	5,466,667	5,466,667
5152	PARKING TAX (NON-PROFITS SURCHARGE)	0	1,200,000	1,200,000	0	2,000,000	2,000,000	2,000,000
5161	UTY USER TAX PGE	11,615,499	18,000,000	18,000,000	6,141,528	26,000,000	26,000,000	26,000,000
5162	UTY USER TAX PTT	7,746,153	0	0	3,023,439	0	0	0
5163	UTY USER PCRT	65,449	0	0	32,707	0	0	0
5164	UTILITY USERS TAX-WATER	0	0	0	404,715	0	0	0
5171	HOTEL ROOM TAX	0	5,000,000	5,000,000	0	5,565,000	5,565,000	5,565,000
5181	PUR AND USE TAX	55,746,811	50,000,000	50,000,000	10,031,338	54,000,000	54,000,000	54,000,000
5191	EMPY PAYROLL TAX	44,958,679	42,500,000	42,500,000	5,250,457	50,500,000	50,500,000	50,500,000
5231	SUOV BUS LIC	1,595,673	1,000,000	1,000,000	994,328	1,000,000	1,000,000	1,000,000
5251	MARRIAGE LICENSE	40,196	52,500	52,500	50,759	52,500	52,500	63,000
5401	INTEREST EARNED	29,066,809	1,000,000	1,000,000	196,034-	3,000,000	3,000,000	2,796,000
5411	RENT RM SP GN CY	312,315	160,000	160,000	135,389	160,000	160,000	160,000
5412	RT RM SF CC GARG	406,111	503,000	503,000	299,981	0	0	0
5413	PT PRDP LCP	0	39,600	39,600	16,750	39,600	39,600	48,600
5414	RENTAL FROM NON-PROFIT GARAGES	0	1,063,000	1,063,000	1,132,777	400,000	400,000	400,000
5632	PEDEVELOP AGENCY	28,743	0	0	0	4,200,000	4,200,000	4,200,000
5633	FEDERAL GOV'T	0	0	0	50,570	0	0	0
5700	GIFTS	0	0	0	1,000	0	0	0
6001	HOMEOWN PROP TAX	6,000,928	5,880,960	5,880,960	2,947,232	6,000,000	6,000,000	6,000,000
6002	BUS INV PROP TAX	2,590,830	7,435,814	7,435,814	8,110,150	7,975,000	7,975,000	7,975,000
6003	MOVIE FIM TX REP	15,498	34,459	34,459	15,071	25,000	25,000	25,000
6004	BLIND VET SB117	0	0	0	5,271	0	0	0
6005	PROP TAX LOSSES	8,237	0	0	10,401	0	0	0
6029	ST MND COST VAR.	6,066	0	0	35,150	0	0	0
6051	MT VEH LIEU CTY	9,861,322	10,400,000	10,400,000	5,583,683	11,600,000	11,600,000	11,600,000
6052	MT VEH LIEU CITY	12,599,240	11,600,000	11,600,000	7,142,983	13,000,000	13,000,000	13,000,000

3452

8PREP REPORT 740

CITY AND COUNTY OF SAN FRANCISCO
FISCAL YEAR 1981-82

DEPT: 99 GENERAL FUND UNALLOCATED

RUN DATE: 05/13/81

DEPARTMENT REVENUE SUMMARY
BY FUND

DEPT: 99 GENERAL FUND UNALLOCATED

SUB- OBJECT	REVENUE DESCRIPTION	1979-80 ACTUAL	***** 1980-81 ***** ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS ACTUAL	***** 1981-82 ***** HIGH REQUEST	MAINT LEVEL RECOMMENDED	MAYOR'S C
GENERAL FUND REVENUES CREDITED TO DEPT:								
6053	HWAY CA LIC TAX	89,268	72,000	72,000	55,764	72,000	72,000	72,000
6061	CIGARETTE TAX	2,591,683	3,000,000	3,000,000	1,480,148	3,000,000	3,000,000	3,000,000
6101	ALCOH BEV SUB	1,166,989	1,100,000	1,100,000	810,102	1,100,000	1,100,000	1,100,000
6151	TR CO LIC FEE	42,364	21,000	21,000	32,747	21,000	21,000	21,000
6214	STATE SUPPLUS REVENUE DISTRIBUTION	657,199	0	0	868,343	0	0	0
6299	MISCELLANEOUS STATE SUBVENTIONS	46,579	0	0	0	0	0	0
6551	PE IND GR COSTS	3,650,624	4,078,710	4,078,710	314,258	4,400,000	4,400,000	4,400,000
6570	NON GOV MATCH GRANT CONTRIB	0	1,602,272	1,602,272	0	0	0	0
7036	REG CTY CA FI FE	0	4,000	4,000	0	4,000	4,000	4,000
7053	COMMISSION RENTS	2,732	3,000	3,000	1,029	3,000	3,000	3,000
7099	OTH GEN GVT CHAR	500	150,000	150,000	4,075	146,900	146,900	149,600
8206	FACILITY EVENT RENTAL	3,885	0	0	1,600	0	0	0
8231	REC COIT TOWER ADMN	0	0	0	826	0	0	0
8999	MISCELLANEOUS SERVICES	18,545	0	1,000	4,891	1,000	1,000	1,000
9693	SALE EQUIPMENT	2,827	0	0	1,887	0	0	0
* TOTAL GEN FUND REVENUE CREDITED TO DEPT		361,834,251	339,761,938	339,762,938	214,393,769	348,809,666	348,809,666	348,627,866
* GENERAL FUND UNALLOCATED		361,834,251	336,905,573	339,733,438	214,393,769	348,809,666	348,809,666	348,627,866
** TOTAL DEPT GEN FUND + SPECIAL FUND REVENUE		0	2,856,365	29,500	0	0	0	0

3453

BPREP REPORT 770

CITY & COUNTY OF SAN FRANCISCO

PAGE: 99999

DEPARTMENTAL EXPENDITURES
BY CATEGORY AND OBJECT OF EXPENDITURE

FISCAL YEAR 1981-82

F/Y 1979-80 ***** FISCAL YEAR 1980-81 ***** ***** FISCAL YEAR 1981-82 *****		-DEPARTMENTAL REQUESTS- --MAYOR'S RECOMMENDED--						
OBJECT	TITLE	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	HIGH REQUEST	SVC. MAINT. LEVEL	VS. REVISED BUDGET

GRAND TOTALS		846,990,024*	1,031,496,606*		1,113,670,694*		1,107,486,109*	
			998,543,178*		429,254,828*		1,106,418,681*	75,989,503*

3454

BPPEP REPORT 774

CITY & COUNTY OF SAN FRANCISCO

PAGE: 99999

POSITION CLASSIFICATION DETAIL

FISCAL YEAR 1981-82

F/Y 1979-80 F/Y 1980-81 ***** FISCAL YEAR 1981-82 *****

REVISED ----- DEPARTMENTAL REQUESTS ----- - MAYOR'S RECOMMENDED -

CLASS.	TITLE	STZO. RATE	NO. POSNS.	ACTUAL BUDGET	NO. POSNS.	HIGH REQUEST	NO. POSNS.	AMOUNT	SERVICE MAINT. LEVEL	NO. POSNS.	AMOUNT	NO. POSNS.	AMOUNT

GRAND TOTALS			22,753*		22,908*		22,935*	\$20,912,978*		23,045*	\$17,023,356*	22,443*	\$17,904,343*

3455

SFREP REPORT 778

CITY & COUNTY OF SAN FRANCISCO

PAGE: 99999

EQUIPMENT DETAIL

FISCAL YEAR 1981-82

***** FISCAL YEAR 1981-82 *****

----- DEPARTMENTAL REQUESTS ----- - MAYOR'S RECOMMENDED -

EQUIP NO.	DESCRIPTION	PRICE	HIGH REQUEST COUNT	AMOUNT	SERVICE MAINT. LEVEL COUNT	AMOUNT	COUNT	AMOUNT

GRAND TOTALS			7,053*	10,785,612*	6,549*	8,232,604*	6,200*	9,327,099*

316

HS
8082 5

DOCUMENTS DEPARTMENT

